

Sustainability and Quality Assurance Collaborator (100%)

Università della Svizzera italiana (USI) is a young and lively university, a hub of opportunity open to the world. Through our interdisciplinary education programmes, students can fully engage and take centre stage while our researchers are given the freedom to pursue their own initiatives.

The USI Quality Assurance Service's responsibility is to promote a culture of quality throughout the University. It is actively involved in ensuring quality in various areas of application and addressing the University's environmental, economic, and social sustainability.

To complement the Quality Assurance and Sustainability Service team, USI is opening a position of:

Sustainability and Quality Assurance Collaborator (100%)

Job description

The collaborator reports to the Head of Quality Assurance Service taking particular care of the coordination of sustainability and supporting the service in carrying out its tasks and the achievement of its objectives.

Duties and responsibilities

- Collects and analyses data related to sustainability.
- Helps to develop USI's sustainability goals and is responsible for writing the sustainability report.
- Promotes activities related to sustainability, both in the areas of management and administration and in teaching and research.
- Participates in Swiss university networks related to sustainability issues.
- Supports and coordinates the work of the USI Sustainability Commission.
- Supports the general work of the Service according to tasks outlined internally.

Profile, skills and professional experience

Education and training

- Complete undergraduate studies in the humanities or science with specialization in ecology and sustainability.
- Excellent written and oral knowledge of Italian, English and at least one other national language (French and/or German).
- Solid computer skills.

Personal / soft skills

- Open personality, able to operate in a complex, international, and intercultural environment, and to adapt to situations.
- Strong planning and organizational skills, and ability to work autonomously.
- Empathy and strong interpersonal skills.
- Quality ethics and attention to detail.
- Strong personal motivation, especially in relation to sustainability.
- Responsiveness, proactivity, problem-solving aptitude.

The following qualifications are preferred:

- Previous experience in the university sector and knowledge of the culture of the university environment.
- Experience in the field of environmental sustainability.

If applicants have equal qualifications, those who hold Swiss citizenship or reside in Switzerland will be given priority.

Work at USI

The staff of USI services work together in cohesive teams to ensure the smooth functioning of the University. They operate in a dynamic and flexible environment that promotes innovative and efficient management with a multicultural and interdisciplinary approach. USI is committed to diversity and encourages applications from women and underrepresented minorities.

Contract Terms

- Start date: September 2023 or date to be agreed upon.
- Permanent contract (upon completion of 3-month probationary period).
- Full-time (100%).
- Starting salary: according to CCL and to be agreed according to profile and experience.
- Usual statutory benefits.
- Hierarchical level: employee of the Quality Assurance Service reporting to the head of the Service.
- Place of work: Lugano.

Applications

- Applications must be submitted ONLINE by filling out the form that can be opened by clicking the following link: [**APPLY**](#).
- It is mandatory to fill out the form to apply.
- The form requires the following:
 - Personal data;
 - Education and training;
 - Professional experience;
 - Language skills;
 - At least two professional references;
 - Brief motivation letter.
- The following documents are required to be uploaded in the form:
 - Cover letter stating reasons for interest in the position;
 - Curriculum vitae;
 - Work and school certificates (last degree earned).

Applications received in any other form will not be considered.

- The call remains open until the position is filled.

Contact person for the job position: Michele Balmelli, Head of Quality Assurance Service,
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Contact person for the ONLINE form: Danijela Milicevic, Human Resources,
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Lugano, 30th May 2023