Swissnex in Boston and New York

Academic Engagement Associate

About Swissnex

Swissnex in Boston and New York creates opportunities for academics, researchers, entrepreneurs, and other future-makers to expand their reach and make meaningful, collaborative connections between Switzerland and North America. Our mission is to support the outreach and active engagement of our partners in the international exchange of knowledge, ideas, and talent.

Our activities include:

- Working closely with universities and research labs to promote the flow of ideas, knowledge, and talent through collaborative events, partnerships, and network-building
- Advising and supporting universities on trends in higher education and strategic initiatives
- Accelerating startups and assisting entrepreneurs in entering the North American market
- Advising corporations, nonprofits, and international organizations on market trends and best practices
- Supporting Swiss innovators and thought leaders in expanding their North American presence

With offices in Boston and New York, we are part of the Swissnex Global Network, an initiative of Switzerland’s State Secretariat for Education, Research, and Innovation with locations in Brazil, China, India, and San Francisco. Forward-looking by design, we scan broadly for trends and “signals from the future” to inspire people and organizations to prepare for the challenges of tomorrow. Our biggest impact stems from projects that are truly multidisciplinary and bring together actors who don’t normally cross paths.

Responsibilities

As an Academic Associate at Swissnex in Boston, you will join a dynamic team working in a creative and collaborative environment located between Harvard and MIT in Cambridge, Massachusetts. You will be responsible for a wide variety of activities, including but not limited to:

- Developing networks and relationships in both the local and Swiss landscapes in the fields of higher education and scientific research.
• All phases of event and project management (planning, budgeting, execution, follow-up) for events and delegations in higher education
• Tracking and reporting on activities in our database and to our headquarters
• Networking and outreach to find speakers, audiences, and partners
• Coordinating the visit of a class of MBA students from the School of Management Fribourg for a weeklong deep dive into the Boston ecosystem and integrating the program into a module on discovering new markets. This will include identifying and recruiting startups to pose business challenges for the students’ to address as junior consultants, as well as organizing company visits, events and lectures to inform the student’s work
• Supporting the School of Management Fribourg on growing its network in the United States by researching, compiling, and sharing information
• Assisting with event planning, logistics, and execution, as well as office operations
• Creating value for Switzerland through all these activities, and more!

Requirements

• This internship position requires that the candidate studies in a university or university of applied sciences in Switzerland towards a Bachelor’s or Master’s degree and is requested to do an internship in order to obtain the degree, or the last university degree (Bachelor/Master) is not older than one year at the beginning of the internship
• The candidate must not yet have professional experience in the field of his/her studies
• The total period of internships (including this one) in the federal government may not exceed 12 months
• Applicants must be Swiss citizens or have a valid Permit C
• Excellent written and spoken English is required, as well as public speaking ability

Benefits

• Starting date: September 1 or October 1, 2021
• Duration: 9 months
• Status: full-time (40 hrs/week)
• USD 2’700.00 compensation (per month)
• Four weeks’ vacation per year (pro rata temporis) and select Swiss and US holidays
• A multicultural, creative, inspiring, stimulating, and team-oriented work environment with unlimited coffee and lots of Swiss chocolate
• A Cambridge, Massachusetts location near Harvard Square
To apply: Visit https://swissnex.org/boston/about-us/careers/

You must upload a resume/CV and a cover letter explaining your interest and qualifications. All materials must be in English.

Applications will be evaluated on a rolling basis. For full consideration, please apply by July 15, 2021.