



## Academic Engagement Associate Swissnex in Boston

### **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 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 global Swissnex network, an initiative of Switzerland's State Secretariat for Education, Research and Innovation. We have locations in Brazil, China, India, Japan, and San Francisco

### **Responsibilities**

As an Academic Engagement 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:

- Creating programs and events, especially in our key focus areas of quantum technology, urban sustainability, or health and well-being, that create value for Swiss and American stakeholders. In consultation with the Swissnex team, you will engage in all aspects of project leadership and management (planning, budgeting, execution, reporting, follow-up).
- Managing academic exchange programs and tailored services for Swiss universities. Tasks include: establishing contacts in local academic institutions for scholarly meetings,

introducing Swiss visitors to the Boston ecosystem, designing study tours, providing hospitality and logistical support, and managing general project budgeting and reporting.

- Developing networks and relationships in both the local and Swiss landscapes in the fields of higher education and scientific research.
- Conducting background research on various consulting projects and initiatives in areas such as life sciences, quantum technology, and higher education policies.
- Limited domestic (US) travel to support conferences and events.

### **Qualifications**

- 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 student has recently graduated and 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 Swiss Permit C.
- Excellent written and spoken English is required, as well as public speaking ability.

### **Benefits**

- Location: Cambridge, USA
- Starting date: June 1, 2023
- Duration: 6 months with possibility of extension up to 9 or 12 months. Students without a Bachelor's degree will be limited to a six-month maximum internship.
- Status: full-time (40 hrs/week)
- USD 3'200.00 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
- A Cambridge, Massachusetts location near Harvard Square

### **To Apply**

**Please apply on our website.** Please visit <https://swissnex.org/boston/about-us/careers/> and look for the 'Academic Engagement Associate' position.

Applications will be evaluated on a rolling basis. Questions may be directed to Brendan Karch, [Brendan.Karch@swissnex.org](mailto:Brendan.Karch@swissnex.org).