

## **JOB VACANCY**

### **Globethics Academic Office Manager (Maternity Leave Cover) – 80-100%**

**Globethics** is an international non-governmental organisation working for ethical leadership through higher education and global engagement. Registered in Geneva, Switzerland, as an independent, not-for-profit foundation with an international Board, and affiliated centres across the globe, Globethics seeks to be inclusive of diverse cultural, religious, philosophical, and humanist ethical wisdoms, and to be the bridge between the different worldviews on ethical issues.

Globethics aims to equip individuals and institutions for ethical thinking, decision-making and action through higher education and policy engagement from cross-cultural and global perspectives. To achieve this goal, Globethics:

- Empowers and equips students and professionals through higher education, including executive education programmes in ethics (as an accredited provider of online courses);
- Develops and spreads knowledge about applied ethics through networking, collaborative research, publications and open-access resources via the leading free online library on ethics;
- Supports ethical standard setting and implementation for institutional development; and
- Engages with policymakers on the international, national, regional and local governmental level, and with higher education institutions, in multi-stakeholder academic and policy dialogues on global issues for transformative ethical leadership.

Globethics is looking for a person who is willing to take up a key supporting position as a replacement to the Office Manager during her maternity leave in the Academic department. The person would work closely with and under the leadership of the Academic Dean and with Globethics colleagues at the Head Office in Geneva, Switzerland.

#### **Key Responsibilities:**

##### **Management of Learning Management System (LMS):**

- Administer and maintain the LMS platform (Moodle), overseeing course setup, user management, and technical support.
- Monitor plugin updates and ensure they are kept up to date.
- Communicate with IT support regarding any technical issues or system maintenance requirements.
- Collaborate with subject matter experts to implement changes and improvements to course content (Articulate Rise).
- Provide training and support to faculty and staff on Moodle functionalities.

##### **Course Management and Online Event Coordination:**

- Collaborate with academic staff and the Academic Dean to schedule courses, manage enrollment, and coordinate course logistics.
- Monitor course progress, assist instructors with troubleshooting, and address student concerns.
- Ensure courses are prepared and updated on the LMS platform including uploading course materials and setting up assessments.
- Distribute and prepare certificates for course completion.
- Coordinate the preparation of online events such as webinars and orientation sessions, including logistical arrangements and technical support.

**Liaison with Students and Instructors:**

- Act as the primary point of contact for student and instructor inquiries
- Organize and coordinate online meetings and live sessions (Zoom, Microsoft Teams)

**Administrative Support:**

- Draft mandates, update files, and maintain records related to academic programmes, faculty, and student information.
- Maintain documentation of academic policies, procedures, and guidelines.

**Qualifications:**

- Degree in Education, Business Administration, or related field.
- Previous experience in an administrative role within an academic or educational setting preferred.
- Proficiency in Learning Management System (Moodle)
- Experience with video conferencing tools (Microsoft Teams, Zoom)
- Previous experience with the course creation tools such as Articulate Rise

The successful candidate would work in a small, dynamic and friendly team in an international environment. They would be offered on the job training and orientation as appropriate and be encouraged in their professional and academic development.

**Location:** The Globethics Head Office in Geneva, Switzerland, close to United Nations institutions.

**Start date:** 1st June 2024 or by agreement.

**Duration:** Fixed term Maternity cover (June 2024 to December 2024)

**Application:** Please send your motivation letter and CV to [jobs@globethics.net](mailto:jobs@globethics.net) by **30 April 2024**.

- Note that you are asked to attach a single PDF file (motivation letter followed by the CV using the format 'Name\_Surname\_GE\_AOM\_MLC' for the file name) and enter 'Application - Globethics Academic Office Manager Maternity Leave Cover' in the subject line of the email.