

School of Humanities and Social Sciences



University of St.Gallen

The University of St Gallen seeks to appoint, in the context of a SNF-financed ProDoc Program, an

Academic Program Manager (50%)

(Three-year position, starting 1 October 2011)

The ProDoc Program *The Dynamics of Transcultural Management and Governance in Latin America* is an interdisciplinary effort to contribute to the training of graduate students in the social sciences and in cultural studies through workshops, field research, and network building. Participating scholars include Prof. Dr. Aline Helg (University of Geneva), Prof. Dr. Marc Hufty (IHEID, Geneva), PD Dr. Stephan Rist (University of Bern), Prof. Dr. Yvette Sánchez and Prof. Corinne A. Pernet, Ph.D. (University of St. Gallen).

The Program Manager

- organizes regular workshops with international faculty
- sets up and manages the website of the ProDoc Program
- maintains contact with and supports the graduate students
- is responsible for the financial administration of the ProDoc Program

Qualifications for the position include

- Ph.D. in the Social Sciences or Transcultural Studies with a focus on Latin America
- Excellent knowledge of English and Spanish, good knowledge of French and/or German is an asset
- Administrative experience in an academic context
- Good computer skills (MS Office, CMS for Web-Administration)

We offer good working conditions in a small team at the University of St. Gallen, with frequent contact with our partners in Geneva and Bern. We encourage further scientific qualification. Salary according to the guidelines of the SNF.

For informal queries about the position, please contact Prof. Corinne Pernet, Ph.D., corinne.pernet@unisg.ch.

Applications with a cover letter, a curriculum vitae and list of publications should be prepared in English. Please e-mail your application as a PDF file to Prof. Dr. Yvette Sánchez, yvette.sanchez@unisg.ch by August 26, 2011. Interviews will take place shortly thereafter.