

TITLE OF POST	INTERNATIONAL ACCREDITATION OFFICER
<b>Professional branch (Grenoble-INP cartography)</b>	<i>J – Project Management and Leadership</i>
<b>Job type Reference</b>	International Cooperation Officer
<b>CATEGORY / GRADE</b>	A - IGE
<b>Required qualifications or Professional Experience</b>	Minimum 3 years after Baccalauréat and/or relevant professional experience
<b>Management</b>	No
<b>Affectation</b>	<b>Grenoble IAE</b>
<b>Amount of time to be worked</b>	100 %
<b>Length of contract</b>	As soon as possible / CDD 1 an
<b>Contact (mail – tel)</b>	Christian Defélix, Dean Grenoble IAE Graduate School of Management christian.defelix@grenoble-iae.fr / 06 81 10 23 93

### **Context and work environment**

Desiring to invest in the future, Grenoble Alpes University IDEX, backed by the Grenoble Alpes University Community, has decided to support all activity which will bring about international recognition. In this context, Grenoble IAE Graduate School of Management has begun to transform its pedagogical approach by applying for the international accreditations EPAS and AACSB, for which they will need the skills of an International Accreditation Officer.

Grenoble INP is in charge of making sure that the educational side of the IDEX project is carried out and is therefore looking to recruit a person who will work, within the framework of the IDEX project, for Grenoble IAE Graduate School of Management.

Grenoble IAE educates about 2000 students and corporates from Bachelor Degree level (Bac +3) to Master 2 level (Bac +5) and DBA (executive program). More than 800 Master Students graduate each year and the school now has an network of more than 24.000 alumni.

The post is based on the Grenoble Campus, France.

### **Main assignment**

The officer recruited will report to the Dean of Grenoble IAE and the Deputy Dean in charge of International Affairs and Accreditations.

Within the framework of the strategy implemented by the Dean of Grenoble IAE, he/she will participate in its deployment and in the principal steps of the EPAS and AACSB international Accreditation Project.

## **Main activities**

- Participate in all the post-eligibility phases for the EPAS accreditation process (for the bachelor degree) and the AACSB accreditation process (for the whole of Grenoble IAE) : *gap analysis, self-evaluation report*, work with the accreditation mentor or advisor
- Write up and edit many documents and reports.
- Put into place the action plan decided upon by Grenoble IAE accreditation committee : reporting, gathering data, setting up of a Centre for Excellence in learning and teaching...

## **Skills needed**

Knowledge	<ul style="list-style-type: none"><li>• Have knowledge of the environment and the professional network : know about the EPAS and AACSB frames of reference.</li><li>• Know about how French Higher Education work, especially in the management area.</li><li>• Fluent English (written-oral) ideally a native speaker. Fluent French too.</li></ul>
Technical skills	<ul style="list-style-type: none"><li>• Writing skills and ability to summarize, to write up and edit reports and documents in English : action reports, scoreboards, management indicators</li><li>• Use specific software for the activity : Educational Management Software such as Academ.</li></ul>
Soft skills	<ul style="list-style-type: none"><li>• Be able to interact with International Accreditation Organisations</li><li>• Know how to work well with administrative staff and professors</li><li>• Be proactive and work autonomously</li></ul>

## **Pay Scale (3A)**

From 2188,18 € gross/month to 2525,57 € gross/month according to experience.