

2023 Profiles for positions in actionuni Swiss Midlevel Academic Staff

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Are you interested in higher education politics in Switzerland? Do you want to interact with key higher education stakeholders? Do you want to connect with your peers to collaborate on improving academia?

actionuni's objectives are to improve the academic career tracks and to coordinate the activities of the Swiss associations of non-professorial academic staff. **Joining the actionuni board gives you the opportunity to**

- represent mid-level staff on the national level and thereby influencing decision-making on our working conditions (e.g. career perspectives, mental health, gender inequalities, etc.)
- network with key stakeholders (e.g. swissuniversities, Eurodoc, SNSF, etc.)
- gain in-depth understanding of the Swiss higher education system
- working with a collegial group of like-minded people

We are currently looking for people **to join our board in a number of positions listed below with detailed requirements. Basic requirements are as follows:**

- capacity for ca. 10 actionuni board meetings and the Annual General Assembly
- motivation for developing and furthering actionuni's reach, scope, and sustainability
- strong interest in topics such as institutional accreditation, BFI-Botschaft/Message FRI, SNSF funding instruments, politics & laws governing the Swiss Higher Education landscape
- helping and advising with federal consultations and representative functions within other relevant stakeholder meetings (e.g. VSS/UNES)

We appreciate every volunteer engagement and respect the private and professional priorities of each board member!

Elections will be held at the general assembly on November 3, 2023 where delegates will cast their votes.

To apply to an open position, **please send a short letter of interest and your CV to president@actionuni.ch by October 15, 2023** the latest in 1 PDF, labeled in the following way: position number_last name_the acronym of your mid-level staff association (if applicable). Applications will be circulated to all members prior to the general assembly.

For questions regarding one actionuni's scope or the election process, please contact co-president Martina von Arx: martina.vonarx@actionuni.ch

OPEN POSITION 1: actionuni Co-President / Vice-President

- basic knowledge of the Swiss Higher Education Landscape and its recent developments (HFKG/LEHE, etc.)
- in collaboration with the other co-presidents: capacity for the organization and preparation of ca. 10 board meetings, the annual General Assembly, several smaller meetings and exchanges with other stakeholders and partners, mainly:
 - swissuniversities
 - VSS/UNES and swissfaculty
- writing responses to federal consultations (in collaboration with the whole board)
- fluency in English, German and/or French (board meetings are in English, Swiss Higher Education Politics is bilingual)
- **Important:** it is possible to first become vice-president and take over the full co-presidency position gradually over 6 months after election at the general assembly.

For more information, don't hesitate to contact the current actionuni co-president:

martina.vonarx@actionuni.ch

OPEN POSITION 2: actionuni SHK / CSHE delegate

- basic knowledge of the Swiss Higher Education landscape and its recent developments (HFKG/LEHE, etc.)
- preparation and attendance of 3 meetings with the SHK / CSHE in Bern or online:
<https://shk.ch/de/organe/hochschulrat>
<https://shk.ch/fr/organes/conseil-des-hautes-ecoles>
- fluency in English and German, or fluency in English and French, with a good passive understanding of the other national language (board meetings are in English, SHK / CSHE meetings and preparation materials are both in German and French)

For more information, don't hesitate to contact the current actionuni SHK / CSHE delegate:

martina.vonarx@actionuni.ch

OPEN POSITION 3: actionuni Treasurer

- basic knowledge of accounting

For more information, contact the current actionuni Treasurer: sophie.girardin@actionuni.ch

OPEN POSITION 4: actionuni Eurodoc delegate

- interest in higher education politics in the context of Europe
- preparation and attendance of 5 (online) meetings organized by Eurodoc (including the GA)
- responding to Eurodoc inquiries and filling out the annual survey; monitoring and forwarding Eurodoc communication to the board and the member associations

For more information, contact the current actionuni Eurodoc delegate: hannah.schoch@actionuni.ch

OPEN POSITION 5: actionuni board member

- no additional requirements