

La Garenne International School is located in the Swiss alpine village of Villars-sur-Ollon. The village is situated in the French-speaking part of Switzerland, at a distance of about 100 kilometers from Geneva.

All of our members of staff must be honest, well-mannered, dependable, show initiative, be passionate and creative, be highly organized and have a strong work ethic. Enthusiasm and high levels of motivation are also important qualities that we look for in our employees.

La Garenne International School is looking for a:

Information Technology (IT) Manager (GDPR, iSAMS, data manager, network) and Admissions Officer

60% - Information Technology / GDPR Data Protection Specialist

40% - Admission Officer (Balkan Region)

As a full-time position, beginning as soon as possible.

Your Responsibilities:

- Develops a network of alumni/agents by identifying and training successful alumni willing to help recruit students; coordinating the network's activities
- Work closely with the Admissions and Marketing department, school fairs, marketing promotions etc.
- Develops admissions organizational strategies by contributing information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
- Establishes admissions operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.

- Knowledge and experience with iSams school database, required.
- Experience of hands-on audit, information security, privacy compliance with our student/parent data.
- Review and refresh data privacy notices for GDPR.
- Expert knowledge of GDPR and the Data Protection act.
- Web developer.
- SEO Search Engine Optimization specialist.
- Google ads expert, sets up your pay-per-click advertising campaigns on Google Search.
- Managing technical aspects of key systems (e.g. alumni portal, parent portal, marketing automation tools, CRM).
- Technical and organizational co-creation and further development of our campuses-wide IT landscape.
- Implementation of new hardware and software solutions on campus, future-oriented cloud-based and privacy-compliant optimization of the IT infrastructure,
- Planning, controlling and coordinating day-to-day tasks in IT infrastructure and projects,
- Support staff users in answering questions regarding software use, system access, tricks and training them how to use both software and hardware.
- To provide local helpdesk support for students.
- Complete tasks handed down from direction regarding IT / Marketing.
- Providing quality control over concepts and projects related to branding, logos, banners, etc.
- Editing, updating and coordinating additional communication tools, including the newsletters and other messaging tools.
- Designing content for a range of printed publications, e.g. School Prospectus, Brochure, Annual Report, etc...
- Ensuring that all creative campaigns are in a suitable format to be viewed on desktop, mobile phone and for social media.
- Designing content for all print and digital marketing advertisements.

Skills and Competencies Required:

- Master degree required in digital marketing and a background in IT.
- Sales & Marketing Diploma. iSAMS data manager and administration. Minimum two years of experience.
- Extensive knowledge of common privacy practices, laws, and regulatory frameworks (GDPR, Data Protection Act etc.), as well as a solid understanding of information security and risk management.
- Required excellent written and verbal communication skills in English and French.
- Ability to fill multiple roles simultaneous.
- Six years of experience in the education field.
- Excellent project and task management skills from inception to completion of campaigns and projects including the ability to manage multiple and varied projects simultaneously
- Excellent problem-solving skills in a fast-paced environment while managing relationships with stakeholders and leadership teams to ensure projects are completed on time and satisfactorily
- Strong attention to detail and experience working in a fast-paced environment