

Notice 2015D-01 of March 14, 2015

Selection notice for 3 organization management positions at the Fondazione BBS

Fondazione Bologna University Business School (hereinafter referred to as “BBS” or “School”) represents the reference organization of Alma Mater Studiorum Università di Bologna for postgraduate and post-experience management training. As such, BBS enhances the knowledge developed by University through its activities, which take inspiration from international orientation principles, interdisciplinary approach and integration with productive realities. The Fondazione is an international business school whose mission is to help the development of people, organizations and society.

The Fondazione is looking for candidates to be recruited as permanent employees with management qualification, for the following positions:

- 1) Head of Graduate Programs
- 2) Head of Executive Education
- 3) Head of Communication

PROFILE NO. 1: HEAD OF GRADUATE PROGRAMS - CODE NO. 2015D-01/1

We are looking for the Head of the Graduate Programs Division (University Masters in Italian/English language certified by the University of Bologna and other initiatives) of the Fondazione, who will report to the Dean or one of his delegates and coordinate a dedicated team.

A University Master is different from a *laurea magistrale* (second-level degree) since it leads to the application of concepts to entrepreneurial logics, times and methods, thus favouring a more rapid placement of people into the labour market.

The Masters of Bologna Business School (<http://www.bbs.unibo.it/hp/master-fulltime> and <http://www.bbs.unibo.it/hp/global-mba/>) provide young postgraduates with the opportunity to have a training experience that allows developing their vocational, management and social competences. The BBS courses in English are attended by young people from all over the world (in the last years coming from around 80 countries) who are attracted by Alma Mater and its Business School, the city of Bologna and the 'Made in Italy'.

We are looking for a person who is motivated to take on the responsibility of this Division, with the objective of helping the training of the new management class of businesses in our country.

In particular, the person selected for this position, shall:

- achieve the objectives in terms of quality of programs, placement level and economic sustainability;
- work in close coordination with the Dean, the Associate Dean for Graduate Programs and the Program Directors for the design and management of training initiatives (with particular reference to promotion, classroom management, supporting activities and continuous improvement of the education quality);
- coordinate the team of collaborators of the Division;
- coordinate the relationships with Teachers and Observers involved in the educational activities;
- meet students and prospective students;
- manage the relations with businesses, favouring the relationships between them and students/alumni, in order to develop professional projects consistent with the objectives of masters and the needs of companies;

- systematically carry out market surveys in order to develop an innovative and sustainable offer over time;
- work in close coordination with the other areas of the School dealing with communication and promotion;
- manage the relationships with the University, with regard to the certification of masters and other administrative aspects;
- ensure the compliance with national and international certification standards selected by the School;
- cooperate in the development of international relationships and projects with other business schools, institutions and companies.

Position and salary

The selected candidate shall be recruited with an open-ended contract and placed at a management level of the Collective National Labour Agreement for Commerce of the service-producing sector. The probationary period shall last 6 months. The gross annual salary at the time of recruitment shall amount to 70,000.00 Euros plus a bonus (linked with the achievement of the objectives set out with the Management) and some benefits that will be specified in the recruitment proposal.

Job requirements

In order to be admitted to the selection process, at the time of the publication of this notice, the candidate shall meet the following requirements:

- qualification, belonging to the old or new regulations, of "*Laurea triennale*" (bachelor's degree), "*Laurea specialistica*" (second-level degree) and "*Laurea magistrale*" (master's degree) (or equivalent international qualification);
- work experience of at least 5 years;
- no criminal conviction.

Assessing the applications, the following aspects shall be considered:

- previous experience in similar positions or in other positions that allowed gaining expertise useful for this role;
- knowledge of training processes;
- experiences of research and/or selection and/or placement and/or management of human resources, preferably at international level;
- management skills already proved in previous experiences;
- visioning, problem solving, decision-making and teamwork skills;
- motivation for the position;
- knowledge of English;
- knowledge of Italian.

PROFILE NO. 2: HEAD OF EXECUTIVE EDUCATION - CODE NO. 2015D-01/2

We are looking for the Head of the Executive Education Division (Master Executive, Open Programs, customized training and other initiatives) of the Fondazione who will report to the Dean or one of his delegates and coordinate a dedicated team.

The programs of the Executive Education Division (<http://www.bbs.unibo.it/hp/master-executive> and <http://www.bbs.unibo.it/hp/open-program>) provide managers and professionals having great potentials and willing to take on leadership in innovative and change-oriented environments, with opportunities of professional growth. These are challenging courses, but compatible with business

schedules. BBS is very familiar with companies, which help the design, the teaching-methodology and the creation of an innovative and up-to-date environment.

The network of alumni has helped develop a very active and involving community where ideas, ambitions and resources can be shared.

We are looking for a person who is motivated to take on the responsibility of this Division, with the objective of helping the growth of business human resources and their international development.

In particular, the candidate shall:

- achieve the objectives in terms of quality of programs, satisfaction of companies and economic sustainability;
- work in close coordination with the Dean, the Associate Dean for Executive Education and the Program Directors for the design and management of training initiatives (with particular reference to promotion, classroom management, supporting activities and continuous improvement of the education quality);
- coordinate the team of collaborators of the Division;
- coordinate the relationships with Teachers and Observers involved in the educational activities;
- manage the relationships with the participants;
- systematically carry out market surveys in order to develop an innovative and sustainable offer over time;
- manage the relationships with companies and candidates, also during the selection and recruitment process;
- work in close coordination with the other areas of the School dealing with communication and promotion;
- cooperate in the development of international relationships and projects with other business schools, institutions and companies.

Position and salary

The selected candidate shall be recruited with an open-ended contract and placed at a management level of the Collective National Labour Agreement for Commerce of the service-producing sector. The probationary period shall last 6 months. The gross annual salary at the time of recruitment shall amount to 70,000.00 Euros plus a bonus (linked with the achievement of the objectives set out with the Management) and some benefits that will be specified in the recruitment proposal.

Job requirements

In order to be admitted to the selection process, at the time of the publication of this notice, the candidate shall meet the following requirements:

- qualification, belonging to the old or new regulations, of "*Laurea triennale*" (bachelor's degree), "*Laurea specialistica*" (second-level degree) and "*Laurea magistrale*" (master's degree) (or equivalent international qualification);
- work experience of at least 5 years;
- no criminal conviction.

Assessing the applications, the following aspects shall be considered:

- previous experience in similar positions or in other positions that allowed gaining expertise useful for this role;
- knowledge of training processes;
- knowledge of training processes and of the market of management training;
- management skills already proved in previous experiences;

- abilities to interact and provide complex services;
- visioning, problem solving, decision-making and teamwork skills;
- motivation for the position;
- knowledge of English;
- knowledge of Italian.

PROFILE NO. 3: HEAD OF COMMUNICATION - CODE NO. 2015D-01/3

The professional profile we are looking for is a Head of communication, promotion and corporate identity of the Fondazione, who will report to the Dean and coordinate a specialized staff.

BBS aims at growing in the international market of postgraduate and post-experience management training, measuring against the best European business schools. In order to achieve this goal, it is necessary to develop the corporate identity by encouraging the affiliation with the University of Bologna and, at the same time, emphasizing BBS peculiarities. BBS communication strategy includes creating the corporate and brand identity, product communication, managing institutional relationships and with the media, as well as developing an innovative system for the management of the relations with the community (in its broadest meaning: teachers, alumni, students, companies and stakeholders).

We are looking for a person who is motivated to take on the responsibility of this role, with the mission of accompanying the strategy, enhancing the corporate identity and developing the BBS community.

In particular the candidate shall:

- develop and disseminate the corporate identity in close coordination with the Dean;
- manage the institutional relationships in close coordination with the Dean;
- develop an integrated communication plan in compliance with the school strategy;
- organize and coordinate communication (digital and offline) activities;
- manage the relationships with the media;
- develop the promotion activities for the training courses provided by the Fondazione in coordination with the Management and the Heads of the business areas;
- manage and supervise events, conventions and meetings;
- define and develop the communication activities with the network of alumni and the Community;
- develop and manage the CRM of the Fondazione;
- coordinate a specialized staff.

Position and salary

The selected candidate shall be recruited with an open-ended contract and placed at a management level of the Collective National Labour Agreement for Commerce of the service-producing sector. The probationary period shall last 6 months. The gross annual salary at the time of recruitment shall amount to 70,000.00 Euros plus a bonus (linked with the achievement of the objectives set out with the Management) and some benefits that will be specified in the recruitment proposal.

Job requirements

In order to be admitted to the selection process, at the time of the publication of this notice, the candidate shall meet the following requirements:

- qualification, belonging to the old or new regulations, of “*Laurea triennale*” (bachelor’s degree), “*Laurea specialistica*” (second-level degree) and “*Laurea magistrale*” (master’s degree) (or equivalent international qualification);
- work experience of at least 5 years;
- no criminal conviction.

Assessing the applications, the following aspects shall be considered:

- previous experience in similar positions or in other positions that allowed gaining expertise useful for this role;
- experiences in the field of digital communication;
- management skills already proved in previous experiences;
- abilities to interact and provide complex services;
- visioning, problem solving, decision-making and teamwork skills;
- motivation for the position;
- knowledge of English;
- knowledge of Italian.

GENERAL SELECTION MODALITIES

Assessment criteria and selection procedures

The selection of the candidates for each profile above shall be divided into 2 phases:

- first phase: assessment of work experiences (maximum 30 points) based on the curriculum vitae;
- second phase: interviews aimed at assessing professional skills and motivational aspects (maximum 70 points), exclusively for those candidates who passed the first phase.

The assessment of the curriculum vitae will be carried out by evaluating the suitability and consistency of professionalism, and the experience of candidates according to the following aspects:

- previous experience in similar positions or in other positions that allowed gaining expertise useful for the role (maximum 25 points);
- further education qualifications with respect to the access requirement (master, doctoral degree, specialization schools, etc.) and other training experiences (maximum 5 points).

The access to the second phase is granted to those candidates having obtained a minimum score of 21/30 points in the first phase.

The candidates achieving the total score of 70/100 (resulting from the sum of the scores of both phases) shall be judged suitable.

The selection shall be carried out by a team of experts and the candidate achieving the highest total score resulting from the sum of the scores of the two selection phases shall be selected.

The candidates admitted to the interviews and the selected candidate shall be notified by email sent to the email address specified in the application form.

The outcome of the selection process shall be published on the website of the Fondazione <http://www.bbs.unibo.it/hp/lavora-con-noi/> under the Section “Avvisi di selezione per assunzioni” (Selection notices for recruitment).

Application for admission

The candidacy shall be submitted by sending:

- application form written according to the attached form (Application form_Attachment 1) together with a copy of identity document (under penalty of being excluded).
- curriculum vitae written with the European format (Format CV_Attachment 2).

The application shall be sent by April 10, 2015:

- by email to the address job.bbs@pec.it specifying the selection code you are applying for and sending the documents in .pdf format;
- or by fax to 051-2090112 specifying the selection code you are applying for.

Applications submitted after the deadline or without signature or without attached identity document or curriculum vitae shall not be considered.

Deadlines for the selection process

Publication date: March 14, 2015

Application deadline: April 10, 2015

Estimated date of end of the selection process: April 30, 2015

Estimated date of recruitment: June 1, 2015

Manager of the selection process: Sara Malagola: sara.malagola@bbs.unibo.it – phone number 051-2090125

Processing of personal data

Pursuant to Legislative Decree no. 196/2003, the data provided by the candidates is collected at the Fondazione for the management purposes of the comparative procedure and is processed also after the possible recruitment for the purposes concerning the management of the relationship itself.

**The Dean
(Massimo Bergami)**