



Innovation Associate Swissnex in New York

Job Information

Associate | Swissnex in Boston and New York

Location: New York, NY

Starting date: June 1, 2023

Duration: 9 months

About Swissnex

Swissnex in Boston and New York creates opportunities for academics, researchers, entrepreneurs, and other future-makers to expand their reach and make meaningful, collaborative connections between Switzerland and North America. Our mission is to support the outreach and active engagement of our partners in the international exchange of knowledge, ideas, and talent.

Our activities include:

- Working closely with universities and research labs to promote the flow of ideas, knowledge, and talent through collaborative events, partnerships, and network-building
- Advising and supporting universities on trends in higher education and strategic initiatives
- Accelerating startups and assisting entrepreneurs in entering the North American market
- Advising corporations, nonprofits, and international organizations on market trends and best practices
- Supporting Swiss innovators and thought leaders in expanding their North American presence

With offices in Boston and New York, we are part of the global Swissnex network, an initiative of Switzerland's State Secretariat for Education, Research and Innovation. We have other locations in Brazil, China, India, Japan, and San Francisco.

Responsibilities

As Innovation Associate at Swissnex in Boston and New York, you will join a dynamic team working in a creative and collaborative environment located in New York. The Innovation team

provides services and programs to support Swiss startups exploring and expanding in the US, helping to connect with local customers and partners and navigate the US innovation ecosystem. You will be responsible for a wide variety of activities, including but not limited to:

- Working closely with the Innovation team in New York and Boston on program management, including activity planning, execution, and follow-up
- Reaching out to and liaising with prospective startups interested in our Swissnex programs
- Conducting background research and trend scouting on various consulting projects and initiatives in areas such as life sciences, climate, AI, and beyond
- Handling daily operations, event logistics and administrative tasks of Swissnex in New York
- Networking and participating in events to build a local community in various industries
- Supporting the Swissnex team on other projects in the areas of Academic Engagement and Arts and Creative Industries

Requirements

- This internship position requires that the candidate studies in a university or university of applied sciences in Switzerland towards a Bachelor's or Master's degree and is requested to do an internship in order to obtain the degree. Or the last university degree (Bachelor/Master) is not older than one year at the beginning of the internship.
- The candidate must not yet have professional experience in the field of his/her studies.
- The total period of internships (including this one) in the federal government may not exceed 12 months.
- Applicants must be Swiss citizens or have a valid Permit C.
- Excellent written and spoken English is required, as well as public speaking ability.

Benefits

- **Duration:** 9 months – Students without a Bachelor's degree will be limited to a six-month maximum.
- **Status:** full-time (40 hrs/week)
- **Salary:** USD 3,400.00 compensation (per month)
- Four weeks' vacation per year (pro rata temporis) and select Swiss and US holidays
- Well located in Brooklyn's dynamic DUMBO district, in a co-working space. The location of the office might change within NYC in 2023.
- You will gain work experience in an international and highly dynamic environment (English as official working language).
- Connect with startups and academic institutions in NY and Switzerland
- Develop networking and project management skills, and extend your personal network
- Interact with and learn from a dynamic team with a rich set of experiences and backgrounds

Swissnex is committed to providing a safe and responsible work environment to its employees.



Deadline for Applications

To apply, please visit <https://swissnex.org/boston/about-us/careers/> and look for the 'Innovation Associate in New York' position. For full consideration, please apply by **March 24, 2023**, at the latest (applications will be evaluated on a rolling basis until then). Questions may be directed to [Nathalie Minder](mailto:nathalie.minder@swissnex.org) (nathalie.minder@swissnex.org).