



## About IMD business school

The Institute for Management Development (IMD) is an independent academic institution with Swiss roots and global reach, founded almost 75 years ago by business leaders for business leaders. Since its creation, IMD has been a pioneering force in developing leaders who transform organizations and contribute to society.

Based in Lausanne (Switzerland) and Singapore, IMD has been ranked in the Top 3 of the annual FT's Executive Education Global Ranking for the last nine consecutive years and in the top five for 17 consecutive years. Our MBA and EMBA programs have repeatedly been singled out among the best in Europe and the world.

We believe that this consistency at the forefront of our industry is grounded in IMD's unique approach to creating "Real Learning. Real Impact." Led by an expert and diverse faculty, we strive to be the trusted learning partner of choice for ambitious individuals and organizations worldwide. Our purpose is "Challenging what is and inspiring what could be, we develop leaders who transform organizations and contribute to society."

To reinforce our team, we are looking for an:

## Information Center Intern 6 to 12 months - 80/100%

### Your opportunity:

IMD's Information Center provides support across IMD through research databases and information research; book, journal and pedagogical exercise collections; case study administration; and research publication information management and reporting.

The Information Center seeks an intern to assist in achieving the team's objectives of efficient and high quality customer service and research publication processes. The intern will support the Center's two sub-teams (information research services and knowledge management) with a wide range of tasks, including publication data registration and cleaning, IMD publication searches and reporting, reference desk shifts, information research, and interlibrary loans. The position will provide excellent behind-the-scenes support for IMD's programs and thought leadership.



## Main responsibilities

- Build IMD's knowledge base by cataloguing IMD research outputs on a regular basis
- Help ensure the accuracy and completeness of IMD research output data through data cleaning, alert creation, and publication status monitoring
- Support the creation of reports, newsletters, and Intranet communications, to disseminate knowledge about IMD's research publications
- Search for publications that support IMD programs and research upon request
- Support the Infodesk (reference desk) by answering information requests from the IMD community
- Conduct information searches using online databases
- Support Interlibrary Loan request services
- Process incoming journal issues ("bulletinage")
- As time allows, assist with other tasks such as pedagogical tools support, loans support, resource guides and training support, online database statistic collecting, etc.

## Who you are:

- You have recently graduated in Library Science (preferred) or an associated field or
- You are a pre-HES candidate (see [Bachelor Information documentaire](#))

Ideally, you already have some experience with:

- Cataloguing or organizing documents or other information
- Online information database management
- Basic research experience (in academic or professional setting)

## You bring:

- Excellent personal organization skills
- Strong attention to detail; meticulous and precise
- Good ability to focus
- Capacity to analyze and understand publications and assign relevant metadata tags
- Technology-oriented, with experience in the use of online databases and the Internet
- Good English communication skills, both written and oral
- Good knowledge of MS-Office products, including at least basic knowledge of Excel

## How to apply

If you have the above profile and would like to work in our stimulating environment, please send your **complete application file** (letter of motivation and resume in English, copies of any work certificates, reference letters and diplomas) to [hrjobapplication@imd.org](mailto:hrjobapplication@imd.org).

A valid Swiss work permit or Swiss or EU-25/EFTA citizenship is required.

Due to regulations non-EU/EFTA citizens must provide a certificate from a Swiss university stating that an internship is mandatory as part of the application documents.