



## GDPR Compliance Project Associate

Contract type: Internship  
Activity rate: 100% (42 hrs/week)  
Location: Clarens, Switzerland  
Languages: English  
Duration: 3 months  
Start date: June 2018  
Package: 2000 CHF/month gross, lunches provided, 6 vacation days  
Reports to: Head of Finance and HR

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St George's International School SA, member of the Inspired Education Group and located in Montreux, Switzerland, is looking for an ambitious, organized and driven intern to implement GDPR compliance.

This is a 3 months remunerated mission for a student or graduate, reporting to the Head of Finance and HR. It is a great opportunity for someone to gain skills in project management, gaining exposure to all departments of our company, and at managing change in a very current problematic impacting all sectors of the worldwide economy at present.

### GDPR - Some context in brief:

- A European Union regulation intended to strengthen and unify data protection for all individuals within the EU, also addressing the export of personal data outside the EU.
- Comprises of 3 pillars: Governance (documenting processes and risk assessment), Cyber Security, and Data Protection (risk mitigation), which leads to compliance.
- Requires change management to improve current processes by identifying risks, taking appropriate actions to mitigate risks to assure the rights of individuals are adequately protected. GDPR is opt-in consent compared to a previous opt-out consent for all data
- Law comes into practice on 25th May 2018

### Main responsibilities of the GDPR Compliance project associate include

- Study of basic requirements of GDPR through documentation provided by the Inspired Group
- Analysis the current situation of 2 schools in regards to these requirements, by looking at all current systems and processes, and interviewing key personnel in different areas (admissions, marketing, academic support, HR, finance). These would be involving consent, information held, policies, procedures, and systems.
- Helping define needs for improvement & risks associated with GDPR non compliance
- Helping design new processes that would make the schools compliant with GDPR where it is not currently compliant
- Helping design a plan to implement improvements and a roadmap to full compliance
- Reviewing all school processes and procedures and identify needs of change, recommend such changes
- Helping design a way to audit the processes once they've been changed "on paper"



#### Who you are:

- Student or graduate in a related field (Management, Finance, Law, Economics)
- Already has a professional experience such as an internship
- An energetic personality with a positive attitude.
- Comfortable in a fast-paced, dynamic environment.
- Solution oriented, open-minded and driven.
- Displays accountability and commitment to team goals.
- Flexible and able to multitask.
- Strong communication and social skills,
- Able to work in English (written & verbal) and with all levels of management. French is a strong plus.
- Attention to detail
- Knowledge of Excel and basic Excel functions
- Enjoys collaborating and being on a team

To be considered for this role, applicants must either be Swiss citizens, EU-nationals or have the legal right to live and work in Switzerland.

#### Who we are

St George's International School is a Day & Boarding private School, located in a beautiful environment on the shores of Lake Geneva in Montreux.

It counts 450 students and offers a wide array of educational options, from Early Learning School to International Baccalaureate. It is part of Inspired Group.

Inspired is a premium schools group that owns 30 schools on 4 continents, Europe, Africa, Australia and Latin America and educates over 25,000 students.

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 1 to 18.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Inspired has offices in London, Johannesburg, Sydney and Bogota.

**Do you want to join us? We're looking forward to hearing from you!**  
Please Apply to [recruitment@stgeorges.ch](mailto:recruitment@stgeorges.ch) with CV and cover letter.