

Dr. SABINA SCHAFFNER

Multilingual coach and trainer with leadership experience in a university environment



PERSONAL DETAILS

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LANGUAGE SKILLS

German (Muttersprache)	● ● ● ● ●
English (C2)	● ● ● ● ●
French (C2)	● ● ● ● ●
Polish(C2)	● ● ● ● ●
Russian (C1)	● ● ● ● ●
Spanish (B2)	● ● ● ● ●
Italian (B1)	● ● ● ● ●
Ukrainian (A2)	● ● ● ● ●
Afrikaans (A1)	● ● ● ● ●

IT SKILLS

EDV

Olat	● ● ● ● ●
MS Office	● ● ● ● ●
Teams, Zoom	● ● ● ● ●

POSITIONS

Director of the [Language Center of UZH and ETH Zurich](#)

University of Zurich | Oktober 2005 -

- **Strategic management:** Alignment of services to the strategic goals of the two supporting universities, the needs of the target groups and international trends
- **Leadership:** heading the LC unit heads and a team of lecturers as well as the Head of Office Management; leading two teams
- **Management:** Planning and deployment of financial and human resources as well as quality development measures
- **Presentation and publications:** Lecturing and publishing on issues of language teaching and leadership at universities
- **International Networking:** Umbrella organisation of language centres in Higher Education [CercleS](#) (President)

Head of Training and Adult Education

Academy for Adult Education, Lucerne |

January 1997 – October 2005 |

- **Management:** Head of the Continuing Education Department
- **Train the Trainer:** teaching in the field of communication, adult education and team development

Lecturer for Polish at the Slavic Department

University of Basel, Basel |

January 1997 – September 2004 |

- **Teaching:** Polish lessons for students of Slavic Studies

Co-Project manager of a further education project of the Swiss Confederation in Poland

Warsaw, Poland |

January 1992 – December 1996 |

- **Project management:** strategic and operational management of the Swiss Confederation's continuing education project for Polish teachers of German
- **Train the Trainer:** Teaching in the field of adult education in the continuing education programme

High school teacher of French and Russian

Gymnasium Leonhard, Basel / Gymnasium MuttENZ |

1978 –1983 |

- **French lessons:** lessons at secondary level up to the Matura
- **Russian lessons:** Introduction of Russian as an optional subject; Russian lessons at beginners' level

STUDIES AND RESEARCH

Collaboration in a Swiss National Science Foundation project under the direction of Prof. Ulrich Schmid, University of Berne

«Fashism in Poland 1930-1939»

2003 – 2005

Doctorate in Russian Literature at the University of Fribourg / CH

December **1993**; Final grade: **Insigni cum laude**

High school teacher diploma für French and Russian, Teacher Training College, Basel

1986 – 1987

Postgraduate studies

Harvard University, Boston, USA |

August 1984 – July 1985

Lomonosov University Moscow, Soviet Union |

March 1984 – July 1984

Bachelor's and Master's studies in Slavic and French Linguistics and Literatures at the Universities of Basel and Geneva

1978 – 1984

FURTHER EDUCATION AND TRAINING

Master of Advanced Studies in Coaching, FHNW

2012-2013

Coaching Training Course, Trigon

2010-2011

Certificate of Advanced Studies in Organisational Development, FHNW

2009

**Training courses in Human resources development, Conflict management and Career coaching
Trigon und FHNW**

2001-2013

MEMBERSHIP

www.cercles.org

2019 –

President : Confédération Européenne des Centres de Langues de l'Enseignement Supérieur

<http://www.bso.ch/>

2013 –

Professional association for coaching, supervision and organisational consulting

Profile:

<https://www.bso.ch/suche-berater-in/detail/sabina-schaffner/>

PUBLICATIONS + PRESENTATIONS

**Leadership +
Coaching**

Workshops at European universities

**Language teaching
at universities**

Keynotes and workshops at European universities