

VACANCY ANNOUNCEMENT – E.MA Teaching Fellows 2009/2010

The European Inter-University Centre for Human Rights and Democratisation (EIUC) is seeking two well-qualified individuals for a 5-month assignment as Teaching Fellow for the 2009/2010 academic year in Venice-Lido, Italy.

Functions and tasks

The Teaching Fellows will work as members of the academic staff of the E.MA programme based in Venice – Lido under the supervision of the E.MA Programme Director and the EIUC Secretary General. The position involves a combination of teaching and various academic and practical responsibilities connected with the E.MA programme.

Tasks will include the following:

1. To perform autonomous teaching and marking of curriculum units. This task can be further specified as follows:
 - To organise and teach rolling seminars (about 15 hours of teaching time) introducing basic concepts of law or political science / international relations / social sciences in connection with human rights;
 - To assess student assignments and perform teaching and marking activities under the supervision of the E.MA Programme Director;
 - To set up and lead working groups and workshops incorporated in the academic programme;
 - To help organise first semester courses – including direct participation in the first semester field trip, which in recent years has been going to Kosovo but in the upcoming year may go to different locations – assist and maintain contact with the E.MA academic responsables and other lecturers in order to carry out the scientific and educational programme, including preparation, photocopying, distribution and using of teaching materials. This task also includes taking care of the records of all educational activities carried out during the first semester (timetable, programme schedule, teachers and lectures lists, working groups, attendance lists of students, student evaluations, etc.).
2. To ensure coherence within the first semester and act as a continuous academic resource for students. This task can be further specified as follows:
 - To assist students in developing their Master Thesis research proposals to be presented in view of the choice for the second semester hosting university;
 - To organise and handle, under the supervision of the E.MA Programme Director, the distribution table (normally in Microsoft Excel format) of students in the second semester universities.
 - To provide tuition for single students or groups of students in need of special support.
3. To assist in the administrative tasks related to the EMA programme and the external lecturers coming to Venice over the period of the first semester.

4. To assist in the development of the additional academic activities in the context of the EIUC.
5. To report in a systematic way to the E.MA Programme Director and EIUC Secretary General about their activities.

Requirements

Ph.D. in a relevant discipline (preferably: political science with focus on international relations / social sciences and humanities) or significant experience in a University environment; team-working ability; communication and group management skills; mentoring abilities and understanding the needs and concerns of peers and students.

Experience in working with academics in an international environment.

Excellent knowledge of English, including drafting ability. Very good knowledge of wordprocessing and Microsoft Excel. Knowledge of French and/or Italian will be a plus. Preference will be given to candidates affiliated with any of the 41 E.MA/EIUC Universities.

The Teaching Fellows selected will be required to take up full service starting from 1 September 2009 until 31 January 2010. Gross salary per month will be between 2.500 and 3.000 Euro per month (to be confirmed), depending on qualifications.

Deadline for sending applications is **29 JUNE 2009 at midday**.

Please send a cover letter and a curriculum vitae in English to the EIUC Secretary General and the E.MA Programme Director, Monastery of San Nicolò, Riviera San Nicolò 26, Lido-Venezia 30126, Italy, by fax at: 0039-041-272-0914, or by email: florence.benoit-rohmer@eiuc.org and fabrizio.marrella@eiuc.org

Please note: the filling of the above position is contingent upon approval of funding by the European Commission.