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13.01.2020

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EMA Executive Officer: Maternity leave replacement



The [Global Campus of Human Rights](#) is seeking a maternity leave replacement for the position of EMA Executive Officer; she/he will work as member of the staff of Global Campus of Human Rights based in Venice – Lido, in the EMA Department, taking care of different aspects of the development of the Master's programme.

Functions and tasks

The EMA Executive Officer will take care of the following areas of responsibility, mainly liaising with professors and students during the whole EMA academic year:

INFORMATION and QUERIES

- Reply to any kind of request by email and phone, received by professors and students

ENROLMENT

- Send out applications to EMA National Directors, collect and manage rankings for selection, create report files
- Liaise with Post-Lauream office at Padua University in the framework of the Joint Degree agreement

FIRST and SECOND SEMESTER

- Collect and record marks during the first and second semester
- Analyse results and trends; calculate students' final marks and average
- Prepare marks charts for Exam Commission

THESIS

- Liaise with students and professors in preparation of thesis defence
- Collect and record thesis assessment forms
- Support organization and logistics of theses defence, including setting up thesis commissions
- Record final marks

DIPLOMA SIGNATURE PROCEDURE

- Prepare and update the Diploma Registry
- Liaise with 41 partner universities for logos and titles, and with Inner Circle Universities for additional documentation/issues
- Liaise with press office for the printing of Diplomas and double-check all data on Diplomas
- Finalize the validation of diploma and take care of issuing of Diploma copies

CLOSING and GRADUATION

- Prepare all documents related to student careers
- Prepare final database with students' records and issuing transcripts and diploma supplements

EMA MEETINGS

- Collect and prepare relevant documentation before and after the meetings
- Send invitation and documents to Programme Directors

- Taking minutes of the meetings for EMA Governing Bodies
- Liaise with partner universities for issues related to EMA

EMA INTERNSHIP PROGRAMME and EU-UN FELLOWSHIP PROGRAMME

- Participate in EMA Career Day to present the programmes
- Oversee and carry out tasks related to the coordination of the internship and fellowship programmes, including call for applications, student queries, liaising with hosting organizations, selection and allocation of students.

The EMA Executive Officer is also involved in general administrative activities related to the daily running of the EMA programme (student registration, attendance, exams).

Requirements

- Experience in similar administrative work
- Excellent knowledge of Italian and English, both written and spoken
- Good networking and communication skills
- IT skills: excellent knowledge of Microsoft Office and internet navigation
- Experience in working in an international environment or in the academic sector
- Excellent team-working ability
- Sense of responsibility
- Problem-solving attitude
- Ability to work under stress

Desired qualifications or experience

- Interest in human rights issues

Deadline for sending applications: **2 February 2020**

Indicative starting date: **mid-February**

Contract: **full-time maternity leave replacement – administrative officer/** impiegato amministrativo (National Collective Agreement for the commercial sector - CCNL commercio)

Salary: **Depending on qualifications/contractual framework**

Please send a **motivation letter** and a **curriculum vitae in English** – by email – to Prof. George Ulrich, EMA Programme Director, george.ulrich@gchumanrights.org and to Dr. Wiebke Lamer, Deputy EMA Programme Director, wiebke.lamer@gchumanrights.org .

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