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05.09.2011

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## VACANCY ANNOUNCEMENT: E.MA Executive Assistant

The European Inter-University Centre for Human Rights and Democratisation (EIUC – [www.eiuc.org](http://www.eiuc.org)) is seeking a qualified individual for the position of **E.MA Executive Assistant**.

The E.MA Executive Assistant will work as member of the permanent staff of EIUC based in Venice – Lido, under the general coordination of the EIUC Secretary General and the E.MA Programme Director. The position concentrates in particular on the implementation of the administrative procedures linked to the organisation of the European Master's Programme in Human Rights and Democratisation (E.MA), the core educational programme performed by EIUC. The contract will be part-time (4 hrs per day) in the form of “subordinate contract” for the duration of 1 year (“contratto di lavoro dipendente a tempo determinato”).

### Functions and tasks

Tasks will include (inter alia) the following:

A. E.MA admission process (selection and enrolment) under supervision of the E.MA Programme Director and in collaboration with the E.MA Executive Officer:

Reply to all E.MA related queries addressed to the account [secretariat@eiuc.org](mailto:secretariat@eiuc.org) (or dedicated e-mail) on selection, enrolment, and other E.MA matters;

Provide support to the general E.MA advertising activities (mailings);

Assist the E.MA team in the selection process (January - May): collect applications and attached documents, organise them into country groups, check and screen EU applicants' eligibility to apply to the programme, considering the ECTS credits related to their studies and liaise with applicants for relevant information / clarification; insert data in relevant applications excel-file;

Assist the E.MA team in the enrolment process (May - September): Contacting the selected and reserve candidates and keep in touch for any E.MA related issues that may concern them; monitoring and registering the documentation related to their enrolment, in particular EU degrees and contacts; data-entry in enrolment excel-file and database;

Maintain contacts with the Post-lauream office of the University of Padua (in its role of University of first enrolment).

## B. E.MA daily life

- Assistance in the registration and welcoming of students, preparation of welcome packs, verification and collection of documents needed for the completion of enrolment procedures;
- Complementing the E.MA Executive Officer and General Secretariat in the preparation E.MA governing bodies meetings;
- Assistance on E.MA exams procedures / collection of exam records, assistance in the preparation of the E.MA theses defense and graduation ceremony, preparation of all records and documentation to be provided to the University of Padua for the closing of the academic year and opening of the new one;
- Administration of students' careers: preparation of official certificates, transcripts, copies of diplomas;
- Preparation of E.MA Transcripts and Diplomas (and relevant procedure of signature), preparation of diploma supplement.

Other general secretarial functions may be required, if necessary and residually, in relation to other EIUC educational programmes.

## Requirements

Excellent knowledge of Italian and English, including drafting skills;

Networking and communication skills;

Experience in working in an international environment;

Team-working ability.

## Added values

Experience in administrative work within the academic sector;

Good knowledge of EIUC and its activities.

The E.MA Executive Assistant selected will be required to take up service starting from **beginning of October 2011**. Annual/monthly gross salary will be based on the contractual level applied (IV level – “Contratto Collettivo Nazionale di Lavoro per il Commercio e i Servizi”) and dependant on qualifications.

Deadline for sending applications is 26 September 2011 at midday. Selected candidates for the interview will be contacted shortly after the deadline.

To apply, please send by e-mail a cover letter (including your motivation for this position and a short description of relevant working experience) and a curriculum vitae in English to the EIUC Senior Project Manager, **Dott.ssa Elisabetta Noli** [elisabetta.noli@eiuc.org](mailto:elisabetta.noli@eiuc.org), and CC to the E.MA Programme Director, **Dr. Angela Melchiorre** [angela.melchiorre@eiuc.org](mailto:angela.melchiorre@eiuc.org).

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

