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VACANCY ANNOUNCEMENT: EMA Executive Officer



The **Global Campus of Human Rights** is an inter-disciplinary centre of excellence supported by the EU, by the foundation Right Livelihood, and other partner institutions, aiming at pursuing the continued promotion of human rights and democratisation through education, specialised training, and research cooperation worldwide through a network of regional academic partners. Its main headquarters are based

in Venice-Lido, Italy (at the Monastery of San Nicolò) and the regional partner's headquarters are based in Argentina, Armenia, Bosnia-Herzegovina, Lebanon, South Africa, and Thailand. For more information visit www.gchumanrights.org.

The Global Campus of Human Rights is seeking a qualified individual for the position of **Executive Officer** for the European Master's Programme in Human Rights and Democratisation (EMA) for the period **1 June 2022 – 31 May 2023** (with the possibility of renewal).

The **EMA Executive Officer** will work as member of staff at the Global Campus of Human Rights based in Venice – Lido, under the general coordination of the Global Campus Secretary General and of the Academic Director, and under the direct supervision of the EMA Programme Director. He/she will work in team with another EMA Executive Officer, and with EMA Fellows. The position concentrates on the implementation of administrative procedures linked to the organisation of the EMA Programme.

The EMA degree is a one-year programme that is jointly coordinated by 42 European universities. It is managed by the EMA governing bodies, composed of representatives from universities in the EMA network, and the Global Campus of Human Rights, at its headquarters in Venice. The EMA programme is one of seven regional Masters programmes coordinated by the Global Campus of Human Rights. Students spend their first semester at the Global Campus Headquarters in Venice, and complete a curriculum that is jointly taught by academics and experts from the participating universities. During the second semester, students follow courses and complete their research theses at one of the 42 participating universities.

Functions and tasks:

This is an **administrative** position.

Tasks include the following:

1. EMA admission process (selection and enrolment)

- Reply to all EMA related queries addressed to the EMA Secretariat on selection, enrolment, and other EMA matters;
- Support EMA advertising activities;
- Assist the EMA team in the selection process (January - May)
- Assist the EMA team in the enrolment process (May - September)
- Maintain contacts with the Post-lauream office of the University of Padua (University of first enrolment) and participate in meetings relating to the recognition of ECTS credits, Declaration of Value, and accreditation issues
- Assist non-EU students with immigration procedures in the first and second semester.

2. EMA daily life

- Register and welcome students, prepare welcome packs, verify and collect documents requirement to complete enrolment procedures;
- Support students in their daily queries related to administrative issues;
- Complement the work of the other EMA Executive Officer in the preparation of EMA governing bodies meetings (*inter alia* collection of documents and minute-taking);
- Assist other EMA team members during peak periods, where relevant;
- Provide additional administrative support to the EMA Programme Director as requested.

3. Assistance with ongoing EMA/Global Campus events

- Perform administrative tasks, where relevant, in relation to EMA/Global Campus events as required (e.g. EMA student led activities, other Global Campus events).
- Support the administration of the teaching activities of EMA Programme (i.e. printing teaching materials, organising class lists) as directed by the EMA Programme Director
- Communicate administrative updates to students using the e-learning platform, Blackboard
- Assist the EMA Fellows with uploading teaching materials on the e-learning platform, Blackboard.

Requirements:

- Experience in administrative work;
- Excellent knowledge of Italian and English, including strong drafting skills;
- Strong networking and communication skills;
- Experience working in an international environment and in the academic sector;
- Experience working with international students
- Good team-work skills
- Knowledge of immigration procedures in Italy

Desirable:

- Experience with interacting with post-graduate students
- Knowledge of the Bologna Process, ECTS credits and accreditation issues

Application and selection procedure:

The deadline for applications is **Friday, 6 May 2022 - 17.00 CET**.

Please email a motivation letter and a curriculum vitae written in English to Dr Orla Ní Cheallacháin, EMA Programme Director, orla.nicheallachain@gchumanrights.org with Elisabetta Noli, Global Campus Administrative Director in copy elisabetta.noli@gchumanrights.org

Interviews of shortlisted candidates will take place shortly after the application deadline.

The EMA Executive Officer selected will be required to take up service starting from **1 June 2022** or as soon as possible thereafter. GC applies the National Labour Collective Contract for the Commercial and Services sector (**CCNL Commercio e Servizi**) and the position offered is for a **subordinate contract (dipendente)**. Annual gross salary will be based on seniority and qualifications.

The position requires **work to be performed mostly from the premises** (even if some flexibility to consider remote work is applied), and the person is thus asked to be based in Venice, or in close locations to Venice, from which commuting to Venice-Lido is reasonable.

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

- [Regional](#)

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