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Vacancy – E.MA Fellow 2012/2013

The European Inter-University Centre for Human Rights and Democratisation (EIUC) is looking to appoint a **highly qualified individual specialised in International Human Rights Law** as **E.MA Fellow for the 2012/2013 academic year** in Venice-Lido, Italy.

The assignment is for a period of six months, from 27 August 2012 to 31 January 2013, with the possibility of renewal subject to performance and funding.

Functions and tasks

The E.MA Fellow in International Human Rights Law will work as a member of the academic and administrative unit of the E.MA Programme in cooperation with the E.MA Fellow in International Relations and under the supervision of the E.MA Programme Director. The position involves a combination of academic and administrative responsibilities connected with the E.MA Programme. Tasks will include the following:

1. To act as a continuous academic resource reference for students. This task can be further specified as follows:

- To assist students in developing their Master's Thesis research proposals to be presented in view of the choice of the second semester university;
- To advise students on the range of suitable second semester universities in accordance with their thesis proposal;
- To provide tuition for single students or groups of students in need of specific learning support.

2. To perform administrative tasks related to the EMA programme and the external lecturers coming to Venice over the period of the first semester. This task can be further specified as follows:

- To assist and liaise with the E.MA academic responsables and other lecturers in the first semester in order to implement the scientific and educational programme;
- To assist and liaise with the Field Trip Academic Coordinator and to actively participate in the first semester field trip as a member of the academic team;
- To organise, under the supervision of the E.MA Programme Director, the procedure for the distribution of students in the second semester universities;
- To organise, handle and constantly update the e-learning environment (Moodle).

3. To perform autonomous teaching and marking of first semester curriculum units. This task can be further specified as follows:

- To organise and teach rolling seminars introducing basic concepts of human rights law (about 15 hours of teaching time);
- To teach special sessions on case-law in preparation of the exam (about 5 hours of teaching time);
- To assess student assignments and perform 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 teach specialised classes upon request of the E.MA academic responsables and E.MA Programme Director.

4. To assist the E.MA Programme Director in the academic and administrative planning of the second semester and the following academic year. This task can be further specified as follows:

- To carry out analysis and critical evaluation of the E.MA Programme 2012/13;
- To prepare information materials, in particular by updating the database of second semester universities;
- To assist in the development of the curriculum for the academic year 2013/2014;
- To assist in the advertisement campaign of E.MA 2013/2014;
- To participate in the update and development of E.MA social networks.

5. To report regularly to the E.MA Programme Director, EIUC Secretary General and E.MA Governing Bodies about the above mentioned activities.

Essential Requirements

The E.MA Fellow should possess and demonstrate the following:

- PhD (completed or near completion) in International Law, with specific focus on Human Rights Law;
- Significant experience in teaching and working with academics in an international environment;
- Excellent communication, diplomatic and group management skills;
- Solid mentoring abilities and understanding of the needs and concerns of peers and students;
- Collegiality and willingness to work as part of a team;
- Strong proven organisational and time management skills;
- Excellent knowledge of English, including drafting ability;
- Very good knowledge of MS Word and Excel.

Desirable requirements

- Good knowledge of Adobe Professional (preparing and editing PDFs), Moodle (Virtual Learning Environment) and other IT-related applications;
- Knowledge of website editing and social networking;
- Knowledge of Italian and possibly French.

The E.MA Fellow will be required to take up full service starting from 27 August 2012 until 31 January 2014 (with the possibility of renewal subject to performance and funding).

The gross salary will be between €2.500 and €3.000 per month, depending on qualifications and seniority.

Application and selection procedure

The closing date for receipt of applications is Friday 1 June 2012 at 10 am (CET).

Please send a cover letter, detailed curriculum vitae and two recommendation letters to the E.MA Programme Director, Dr. Angela Melchiorre (angela.melchiorre@eiuc.org), and the E.MA Executive Officer, Ms Lucia Fanicchi (lucia.fanicchi@eiuc.org).

Short listing will be completed in early June and interviews will take place in Venice in June.

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