

VACANCY ANNOUNCEMENT

E.MA Fellow in International Relations Academic Year 2013/2014

The European Inter-University Centre for Human Rights and Democratisation (EIUC) is looking to appoint a highly qualified individual as E.MA Fellow in International Relations for the academic year 2013/2014 in Venice-Lido, Italy.

The initial assignment is for the period between 19 August 2013 and 31 January 2014, with the possibility of renewal subject to performance and funding.

Functions and tasks

The E.MA Fellow in International Relations 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 Human Rights Law 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 E.MA 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.

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 International Relations theory (about 15 hours of teaching time);
- To teach special sessions on research/writing skills (about 6 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.

HUMAN RIGHTS VILLAGE

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

- To prepare academic and information materials, in particular by updating the database of second semester universities and the weekly schedules and readings;
- To carry out analysis and critical evaluation of the E.MA Programme;
- To assist in the development of the curriculum;
- To assist in the advertisement campaign;
- 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 in International Relations should possess and demonstrate the following:

- PhD (completed or near completion) in Political Science/International Relations with relevance to Human Rights and Democratisation;
- 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

The following are desirable qualifications:

- Experience in human rights practice;
- Good knowledge of Adobe Professional (preparing and editing PDFs), Virtual Learning Environments and other IT-related applications;
- Knowledge of website editing and social networking;
- Knowledge of Italian and possibly French.

The E.MA Fellow in International Relations will be required to take up full service starting from 19 August 2013 and finishing on 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 15 March 2013 at 6 pm (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 March and interviews will take place in Venice in early April.

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