

We're looking for:

Position Title	Post-doc in Records Management and Archival Science
Department	History
Job Code	HR/08-2020

Job Purpose

The job purpose is to teach students enrolled in the *Bachelor in Records Management and Archival Science* and to supervise the applied works that the students have to perform in their curriculum. He will be also in charge to coordinate the academic courses and the applied works between the professors and the professionals from the National Archives in the UAE.

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Minimum Qualifications:

- PhD student in Archives and Records Management or in a field linked to archival studies

Minimum Experience:

- Academic background and experience in teaching at the university level for undergraduate programs.

Job-Specific Skills:

- Students counselling and supervising, especially for the applied works at the National Archives
- Ability to teach and work with persons from culturally diverse backgrounds.
- Languages: English is mandatory and command in Arabic recommended.

Conditions

The History department hires a post-doc in records management and archival science. The position will be mainly related to the Bachelor's program in archival science.

Tasks and responsibilities

- **Lecturing**
 - Deliver teaching courses to facilitate student-learning outcomes and aim for teaching excellence for the department.
 - 117 teaching hours need to be delivered for each semester, namely 3 courses per semester.

- **Student follow up**

- Conduct assessment of the students' work to determine whether the students have achieved the desired standards for progression in their studies or award of a qualification and providing feedback designed to develop and motivate student learning and addressing issues if required

- **Administrative:**

- Work with administrative departments to support the development and implementation of academic innovations and needs such as Student Recruitment; Admissions; Library learning resources, IT teaching technology.
- Represent the faculty on relevant committees in order to ensure appropriate governance and progress in the programs delivered to the students
- Liaise with the Academic Coordinator to coordinate teaching requirements

Qualifications and requirements

- Relevant academic education at doctoral level or equivalent
- Experience from the records management and archiving field or other relevant activities
- Very good oral and written command in English
- Documented pedagogical qualifications and experience will be emphasized and experience of research work within the field is a strength.

Desired skills and competencies

- Ability to motivate and inspire students
- Strong interpersonal skills that encourage a good working environment
- Innovative thinking and flexibility

Conditions

- Starting date: September 2020
- Local limited one year contract in accordance with the UAE law, renewable.

Grade

NA

We're
looking for:

Package Details

AED 10,000 per month
Accommodation at Sorbonne students' residence

How to apply

<http://www.sorbonne.ae/vacancies/>

Application to be sent by

15 April 2020