

Position Title	Assistant or Associate Professor in Records Management and Archival Science
Department	History
Job Code	ACA/HR/06-2021

#### Job Description

The job purpose is to teach students on Bachelor and Master in Records Management and Archival Science at Sorbonne University Abu Dhabi. In addition, he will be involved in the coordination of the different academic and professional programs related to this major and in the implementation of academic and cultural events. Lastly, he has to conduct academic research in records management and/or archival studies in order to raise the profile of SUAD and contribute to knowledge development of the local and international community.

#### Key Responsibilities:

The History department has available a tenured position as associate or assistant professor in records management and archival science. The position will be mainly related to the Bachelor and Master's program in archival science.

- **Lecturing**
  - Deliver teaching courses to facilitate student-learning outcomes and aim for teaching excellence for the department.
- **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
- **Research and Conferences**
  - Supervise applied works, internships reports and undergraduate and postgraduate research students to assist in the development of their research skills and fulfil the research requirements of their degree qualification
  - Organise cultural, professional and/or cultural events for the students.
  - Organise fieldtrips and visits according to the needs of the curriculum
- **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

- **Contribution to Profession and Community:**

- Participate in professional, academic and cultural activities, such as preparing research grants; organizing workshops or conferences; involvement with professional bodies on accreditation; committees; consulting to private companies and public organizations to strengthen professional links with them for lectures, internships, events and so on.

**Qualifications and requirements**

- Relevant academic education at doctoral level or equivalent
- Experience from the archive 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

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

**Minimum Qualifications:**

- Holder of Doctorate (PhD) in Archives and Records Management or linked to archival studies

**Minimum Experience:**

- Excellent academic background and recognized experience in teaching at the university level for undergraduate and postgraduate academic programs.
- Demonstrated international recognition in his/her own research field.

**Job-Specific Skills:**

- Coordination of the BA program in records management and archival science
- Evaluation and review of BA and Master courses on a regular basis.
- Students counselling and supervising, especially for the applied works at the National Archives
- Scholarly activities and research.
- Ability to teach and work with persons from culturally diverse backgrounds.
- Languages: Very good command in English.

We're  
looking for:

#### Conditions

- Starting date: September 2021
- Local limited three years contract in accordance with the UAE law, renewable.

#### Grade

F2

#### Package Details

- Basic Salary AED (19,000 – 32,000)
- Accommodation Allowance
- Health Insurance
- Benefits

The package (salary and allowances) is competitive compared to what is practiced in Higher Education in the Gulf Countries.

How to apply

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

Application to be sent by

30<sup>th</sup> April 2021