

## We're looking for:

Position Title	Post-doc in Archaeology (Specialized in the Mashreq Countries)
Department	Archaeology and History of Art
Job Code	ACA/HR/17-2021

### Job Description

The job purpose is to teach students enrolled in all programs of the Department, both at licence and master levels, and in other tracks where the Department can be associated; To supervise and advise the students when needed, especially during the Application Seminars (fieldwork/internship) that the students must perform in their curriculum in Master.

They are also expected to conduct research activity in their field of expertise in order to satisfy the Academic Program department's teaching and research objectives and enhance the University's reputation.

### Key Responsibilities:

The Archaeology and History of Art department hires a post-doc in Archaeology. The position is mainly related with the new master program specialized in Archaeology and Cultural Heritage.

### 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
- Supervising and counseling the student before and during the internship they might have to conduct in their 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
- Strong interpersonal skills that encourage a good working environment
- Innovative thinking and flexibility

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

##### **Minimum Qualifications:**

PhD in Archaeology is mandatory (CNU approval is required if the PhD was obtained in France).

##### **Minimum Experience:**

2 years Academic background and experience in teaching at the university level for undergraduate program

##### **Job-Specific Skills:**

- Communication skills, ability to teach and work with persons from culturally diverse backgrounds
- Students counselling and supervising, especially for the Applications Seminars in master
- University lecturing and knowledge of the higher education sector
- Research skills
- Proficient use of Microsoft Office programs, Adobe (Photoshop and Illustrator) or equivalent like AutoCAD
- English and French are mandatory; Arabic is added value

##### ➤ **Qualifications and requirements**

- Relevant academic education at doctoral level or equivalent
- Experience in Archaeology
- 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

#### Conditions

**Starting date:** September 2021

Local limited one year contract in accordance with the UAE law, renewable

#### Grade

NA

#### 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

12/May/2021