



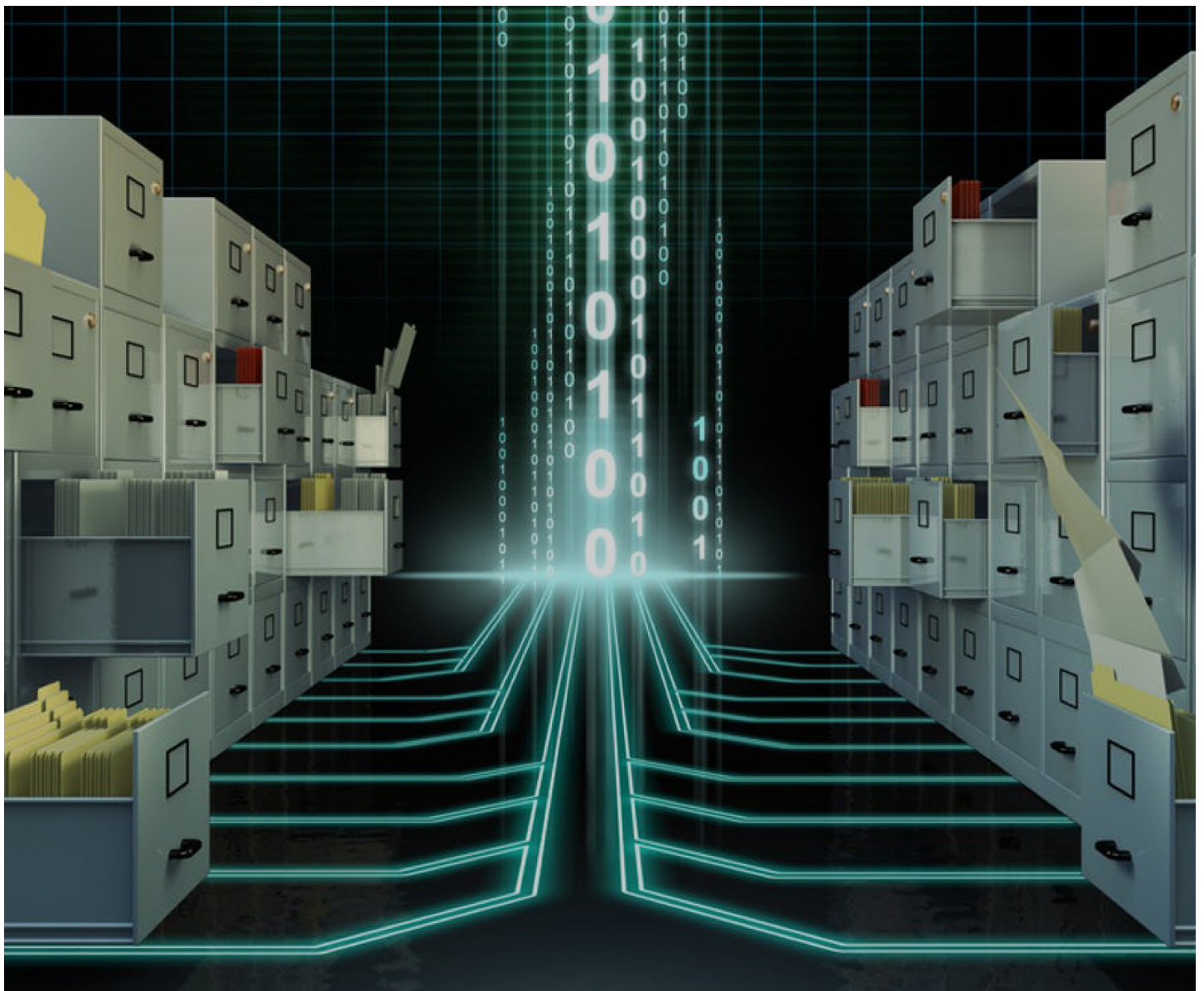
**SORBONNE
UNIVERSITY
ABU DHABI**



THE CAREER CENTRE

RECRUITING STUDENTS

**FOCUS ON THE RECORDS MANAGEMENT
& ARCHIVAL SCIENCE BACHELOR PROGRAMME**



In short: Implementing and managing physical and electronic records and archives is a strategic activity for many organisations, which generally calls for substantial resources and specialised skills. Students enrolled in our Records Management & Archival Science Bachelor programme are trained to meet your organisation's needs in this area of national importance.

Final year students are required to perform a 6 to 8 weeks internship to apply the knowledge acquired in this field in a professional context, gain solid first-hand experience and serve organisations from the public and the private sectors.

Human Resources are at the heart of your organisation's successful development and, in this respect, Sorbonne University Abu Dhabi (SUAD), invites corporate organisations to engage with students and explore a valuable pool of future graduates motivated to develop their professional skills.



A SPECIALISED CURRICULUM

Records Management and Archival Science is a three-year bachelor's degree programme taught at SUAD and designed in collaboration with the National Archives. Established in response to the growing needs of organisations for systemised records management practices, the programme enables our graduates to attain high standards of effective service delivery, good governance, transparency, and accountability. As such, all institutions and companies requiring specialised experts may benefit from a collaboration with our students trained in this niche domain.

The courses provide students with an in-depth knowledge of theories, standards and methods for controlling the creation, capture and classification of documents and records throughout their lifecycle. Delivered by doctors, professors, international experts, practitioners and professionals from the discipline, our courses enable students to master institutional data management, to make informed decisions, protect the rights of organisations, as well as to document institutional memory.

WHAT ESSENTIAL SKILLS DO OUR STUDENTS OFFER?

Our graduates are expected to have technical and interpersonal skills enabling them to oversee an organisation's records management from creation to disposal or permanent preservation as archives.

TECHNICAL SKILLS

Graduates from this degree programme are trained to:

- Maintain operational efficiency by controlling the volume of records created and stored
- Perform records and information management surveys and compile reports
- Classify and index records
- Appraise records based on their values and implement appropriate action
- Ensure the availability of records when needed both internally & externally
- Meet legal obligations for the creation and retention of paper and electronic records
- Draft and enforce an institutional records management policy
- Design and implement an institution's records management programme
- Forge close working relationships with IT experts to promote the adoption of emerging technologies in records management and archiving
- Conscientise records creating departments on the need to observe proper records management practices.

SOFT SKILLS

Records management and archival science competencies are also associated with strong personal and social skills, intellectual curiosity and autonomy in learning, while operating in a digital work environment. Students typically have:

- An analytical mindset and the ability to gain a clear overview of an organisation, its activities, and how to build integrated records systems. They are meticulous and have an eye for detail.
- Project management and organisational skills with a capability to adapt, prioritise and think forward. Archivists need to be able to anticipate the demands for and use of information, data storage, organisation and protection.
- Communication and influencing skills to work with colleagues from diverse national and legal backgrounds, from top to bottom, and to contact suppliers, contractors and outside organisations.
- A can-do attitude and are willing to deal with new tasks and challenging issues related to the provision of information. They are responsible, flexible and accountable.

TYPICAL EMPLOYERS FOR OUR STUDENTS

The study of records management and archival science covers a vast range of activities, methods and techniques allowing students and graduates to consider various functions and roles in a wide range of public and private sector organisations.

Key settings where students may complete an internship are organisations or departments handling large amounts of information requiring the skills of a records management and archival specialist. They may include federal and government authorities, public institutions, educational institutions, international organisations, industry, business and financial services firms, cultural and heritage institutions, non-profit organisations, hospitals and healthcare organisations.

Potential career paths eligible to SUAD talents may comprise positions such as archivist (digital and physical), information specialist, digital asset manager, electronic records manager, health information management officer, audio-visual archivist, data curator, heritage activities manager, document manager, university archivist or freelance consultant.

IMPORTANT CONSIDERATIONS WHEN HIRING AN INTERN

When to recruit?

From October to November.

For how long?

The ideal internship duration is from 6 to 8 weeks, from March to April.

What you will need:

To identify a company supervisor to provide the intern with professional guidance and expertise.

How to recruit?

Contact The Career Centre to:

- Advertise your internship opportunity on the SUAD job portal,
- Organise on-campus or virtual recruitment events or interview sessions,
- Meet in-person students and recent graduates on the occasion of the Astrolabe Career Forum to be held on the 1st March 2022.

CONTACT US

The Career Centre

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