

Position Title	Post-doc in Records Management and Archival Studies
Department	History
Job Code	HR-FT-ACA-15-2023

Job Description

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**
 - Delivering teaching courses to facilitate student-learning outcomes and aim for teaching excellence for the department.
 - 120 teaching hours need to be delivered for each semester, namely 3 courses per semester.
- **Student follow up**
 - Conducting 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:**
 - Working 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.
 - Representing the faculty on relevant committees in order to ensure appropriate governance and progress in the programs delivered to the students
 - Liaising 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

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

- Starting date: September 2023
- Local limited one-year contract in accordance with the UAE law, renewable.

Grade

NA

Package Details

- AED 10,000 per month
- Health Insurance is provided
- Accommodation at Sorbonne students' residence

How to apply

<https://www.sorbonne.ae/work-with-us/vacancies/>

Application Closing Date

30th April 2023