

## We're looking for:

Position Title	Assistant Professor or Associate Professor in Records Management and Archival Studies
Department	History
Job Code	HR-FT-ACA-06-2023

### Job Purpose

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.

### Tasks and responsibilities

- **Lecturing**
  - Delivering teaching courses to facilitate student-learning outcomes and aim for teaching excellence for the department. (9 teaching hrs per week, namely 120hrs/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
- **Research and Conferences**
  - Being actively engaged in research in the field
  - Participating in collective research groups, especially the projects in which Sorbonne University Abu Dhabi is involved
  - Supervising applied works, internships, reports of undergraduate and postgraduate students to assist in the development of their research skills and fulfil the research requirements of their degree qualification.
  - Organising cultural, professional and/or cultural events for the students.
  - Organising fieldtrips and visits according to the needs of the curriculum
- **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

## **Contribution to Profession and Community:**

- Participating 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.
- Sound knowledge

### **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 2023
- Local limited three years contract in accordance with the UAE law, renewable.

### Grade

F2 - Assistant Professor or Associate Professor

### Package Details

- Accommodation Allowance
- Health Insurance is provided

The Package is competitive compared to what is practiced in Higher Education in the Gulf Countries.

### How to apply

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

### Application to be sent by

30<sup>th</sup> April 2023