

## We're looking for:

Position Title	Post-doc in records management and archival studies
Department	History
Job Code	HR-FT-ACA-28-2023

### Job Purpose

The job purpose is to teach students enrolled in the Bachelor and the Master *in Records Management and Archival Studies* (120hrs/semester) and to supervise the applied works that the students have to perform in their curriculum. S/he will be also in charge to coordinate the academic courses and the applied works between the professors and the professionals from the National Archives in the UAE.

### 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

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**

## We're looking for:

- 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

### Conditions

- Starting date: November 2023
- 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
- Health Insurance is provided

### How to apply

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

### Application Closing Date

8<sup>th</sup> October 2023