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**European Regional Master's Programme in  
Democracy and Human Rights in South East Europe ( ERMA )  
CENTER FOR INTERDISCIPLINARY STUDIES OF THE UNIVERSITY OF SARAJEVO**

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University of Sarajevo announces a Vacancy at the Center for Interdisciplinary Studies within the ERMA Programme:

**POST: Junior Academic Tutor**

LOCATION: Sarajevo, Bosnia and Herzegovina (Travel expected)

CONTRACT DURATION: 6 months/ 1<sup>st</sup> of February 2018 – 31<sup>st</sup> of July 2018 with the possibility for extension

APPLICATION DEADLINE: 18 January 2018

INTERVIEW: Applicants should be available for an interview in Sarajevo on the 19<sup>th</sup> of January 2018 in the afternoon.

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**JOB PURPOSE**

The tutor both organizes the study programme and helps students in their academic progress, coordinates the delivery of the ERMA Programme, in close collaboration with the members of the Academic and Development Unit of the Programme and programme Executive Board. Tutoring is a highly effective approach to students' academic success. Therefore, a second core responsibility is to instruct students in designated subject areas in order to improve their academic performance; monitor students' performance and assists in its evaluation and assist students as needed.

**DUTIES AND RESPONSIBILITIES**

- Assisting the academic coordination of the Programme
- Instruct, tutor and assist in the evaluation of the student's academic performance
- Quality Assurance
- General

Master's programme academic coordination:

**1. Preparation Activities:**

Create Course Timetable and Timeline, Identify the necessary organizational needs and roles, Communication with the Master's Programme Cluster Leaders, Lecturers and Instructors; Prepare Cluster's Reading materials; Prepare Facilities and Equipment; is actively involved in the organization of the Master's Executive Board and International Academic Council Meeting in collaboration with other Units' members.

**2. Pre - Course Activities:**

Select, Correct and Confirm Clusters Schedules; Review Organisational/logistical details; Prepare Class Material; Set Up Classroom.

**3. Course Activities:**

Takes part in the Implementation of the Programme, gather and distribute Cluster's materials; prepare and send info letters to students and partners; regularly updates students on all and different kinds of changes; sets up dates and schedule of the clusters' exams; set up dead-lines and collect cluster papers; set up dead-lines, collect and distribute to the cluster leaders academic papers; distribute the grades, grading system and comments on the academic papers of the students and their performance on the exams; set up dates, commissions and schedule of the master's thesis defenses;

**4. Post - Course Activities:**

complete, distribute, submit and analyze recommendations/evaluations by lecturers, academic tutors, instructors, and cluster's leaders on all the aspects of the Master's Programme; complete, distribute, submit and analyze evaluations by the students on all the aspects of each of the lecturers, Clusters, tutors, overall Academic Programme and all the aspects of the technical side of the Programme; help in managing student files in close collaboration with the Administration and Finance Unit of the of the Programme; get actively involved in the Organization and Announcement of the Graduation Ceremony; prepare reports on the overall implementation of the Master's Programme, as well as its constitutive elements and present it to the Executive Board and the International Academic Council; announce the next generation of the Master's Programme;

**Instruct, tutor and evaluation**

- 1. Academic Tutoring:** Provide group and individual tutoring sessions on a regular basis and outreach for the ones with ambitions for enhancement of their study skills. Junior Academic tutor works closely with students to provide academic tutoring and supervision. Help students in formulating ideas for papers, as well as guide student throughout the whole process of paper writing including advises on the research process and help in the development of methodological skills, the academic paper expected standards, literature and sources, structuring an academic paper, as well as avoidance of plagiarism.
- 2. Teach academic writing and comparative research** within the preparatory Cluster on Methodology of Research and throughout the year, facilitate workshops on skills developments and presentation, moderate different Cluster's preparation workshops covering Cluster themes and topics, guide students thorough short-term and long-term study planning.
- 3. Assist students** in improving academic achievements by meeting them on regular basis, Clarify learning and research oriented problems and work on study and writing skills.
- 4. Assist Cluster leaders** in evaluating the students' academic papers and exams

**Quality Assurance:**

1. To develop, support, organize and implement quality assurance system for the delivery of ERMA.
2. Follow - up on recommendations and issues raised by the evaluation process with the relevant staff, lecturers, instructors, tutors, etc.
3. Respects and promotes the fundamental values and principles of the Programme.

**General:**

Provide reports to the Executive Board of the ERMA regularly and regularly keep informed and updated the Program Directors and Coordinators of the Master's Programme on all the developments within the Programme; develop and implement general publicity of the Master's Programme; ensure information of the Master's Programme is up to date on organizational web

site; undertake other relevant duties as negotiated with the management of the Center for Interdisciplinary Studies and the Program Directors and Coordinators of the Master's Programme; Uphold all organizational policies.

## CONDITIONS AND QUALIFICATIONS:

Citizenship: Bosnia and Herzegovina

Education:

- MA Degree / 300 ECTS in total, in the field of humanities and social sciences relevant to human rights and democratization,
- Knowledge on Human rights, Democracy and Democratization process; familiarity with the South East Europe regional specificities a must;
- ERMA graduates will have a priority in the selection process.

Experience:

- Up to 1 year of experience in educational activities and research;
- Familiarity with academic assistantship processes;
- Previous experience in EU funded educational projects;
- Work experience in international offices;
- Previous professional/education mobility;

Skills and Requirements:

- Fluency in spoken and written English and local languages;
- Highly developed academic writing skills and research alike;
- Highest standards of integrity and professionalism;
- Confidentiality;
- Team work, inter-personal and communication skills;
- Friendly, patient and sensitive to a diversity of students;
- Support and supervision skills; capability to prioritize and respond to issues under pressure;
- Capability to work in multicultural environment; tolerance, positive attitude and willingness to learn;
- Excellent computer skills.

Following skills will be considered an asset:

- Having authored published academic article(s);
- Valid drivers' license B category;
- Elementary proficiency in Italian language;
- Basic knowledge of designing and editing software such as Adobe Illustrator; Adobe Photoshop, Nitro Pro 7 and similar

## WORK CONDITIONS:

- Full time contract: 40 hours per week.
- Health and retirement insurance
- Paid vacation / holidays in accordance with applicable laws and UNSA regulations
- travel expected
- occasional overtime working hours

## APPLICATION DOCUMENTS

Documents (in BCS language unless noted differently) must be sent / delivered to the Center for the Interdisciplinary Studies of the University of Sarajevo by the application deadline.

- **Citizenship certificate**
- **Proof of English language fluency (C1)** (does not apply to the candidates which have graduated from BA/ MA programmes in English language)
- **Proof of no criminal record**
- **Motivation letter** (BCS and English)
- **CV** (European format),(BCS and English)
- **MA Degree Diploma** - certified copy,
- **MA Degree Transcripts** - certified copy,
- **Two letters of recommendations**

For more information, please contact [info@erma-programme.eu](mailto:info@erma-programme.eu)

Only short listed candidates will be invited for an interview at the premises of the Center for Interdisciplinary Studies (address: Zmaja od Bosne, 8, 71000 Sarajevo). Applications of candidates who are unable to come to the interviews will be considered withdrawn.