

APPLIED

HUMAN

RIGHTS

Erasmus+ Traineeship: Program Assistant, Vienna Master of Applied Human Rights

(beginning late February 2022, +/- 35 weekly hours)

INTRODUCTION

The Vienna Master of Arts in Applied Human Rights at the University of Applied Arts Vienna was established in spring 2020 in reaction to present-day challenges generated by digitalization, globalization and neoliberalism. The Vienna Master of Arts in Applied Human Rights offers students an in-depth interdisciplinary education in the history, philosophy, politics, as well as legal dimension of the international human rights standards and their protection mechanisms by international organizations. The program also offers a practical applicability of artistic and cultural work in creating opportunities for promoting, protecting and implementing human rights.

More information about the program: <https://appliedhumanrights.uni-ak.ac.at/>

REQUIREMENTS

- We are looking for 3 program assistants from diverse academic backgrounds, including but not limited to:
 - o communication/management or related field,
 - o law/political science/social sciences or related field,
 - o visual/performing/multidisciplinary arts or related field.
- Great communication and writing skills in English (German is a plus)
- Strong interest in human rights
- Excellent interpersonal skills, especially communication, flexibility, team player, creative, management and organization skills
- Experienced with Microsoft Office (Word, PowerPoint, Excel) / Social Media / Zoom
- Applicants must be able to receive a scholarship through the Erasmus+ Traineeships programme of their university

TASKS

- Administrative tasks: wide variety of office support, monitoring and organizing file and library inventory, organizational support of various meetings, events and trips
- Curricular support: create positive improvements in courses offered by the university program and provide feedback on the courses and lectures, provide technical seminar support, liaise between students/staff/lecturers
- Communicative support: managing the program's social media presence, writing blogs, marketing
- Research support in the intersection of human rights and arts

HOW TO APPLY

If you are interested in the position, please send a motivation letter (max. 1 page) and your CV to applied.humanrights@uni-ak.ac.at with the subject line "Applied Human Rights Program Assistant Application" by 28 November 2021.

In your motivation letter, please address the following questions:

- How would you combine human rights with arts in educational settings?
- Describe your interest in human rights. For example, share an experience when you felt inspired by human rights.
- In your experience, what is the key to developing a good team?

IMPORTANT DATES & DEADLINES

Application Deadline: 28/11/2021

We will start to screen applications immediately and may contact potential candidates to schedule interviews before the application deadline.

Interview Dates:

First round of interviews: 1/12/2021 and 2/12/2021

Second round of interviews: 6/12/2021

Final decision will be made by 10/12/2021

Traineeships will begin in the last week of February 2022 and last for six months in-person in Vienna, Austria. Selected program assistants will be immersed into the working process and be trained before the summer semester begins. If possible, program assistants may start in mid-February.

We are looking forward to welcoming you to our team!