2024 Erasmus+ Traineeship: Vienna Master of Applied Human Rights

Dates of Traineeship: 5 February 2024 – 9 August 2024
Location: Vienna, Austria
Position Type: Part-Time (30 hours per week, breaks included)
Compensation: Amount depends on the Sending Institution's Erasmus+ Grant Level
Benefits Covered by the Vienna Master: Accident and liability insurance, Wiener Linien ticket, 10 vacation days, and sick time when needed

INTRODUCTION

The Vienna Master of Arts in Applied Human Rights at the University of Applied Arts Vienna (Universität für angewandte Kunst Wien) was established in spring 2020. 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 practical applicability of artistic and cultural work in creating opportunities for promoting, protecting and implementing human rights.

The Vienna Master of Arts in Applied Human Rights offers Program Assistants (i.e., Erasmus+ Trainees) a unique opportunity to work within an educational framework that applies an interdisciplinary approach to combining human rights and arts. They will gain knowledge and practical skills in the application of human rights education, entry level office work, leadership and project management, and more.

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

Blog post about current program assistants:
https://appliedhumanrights.uni-ak.ac.at/introducing-our-program-assistants-winter-semester-2023-2024/

REQUIREMENTS

- We are looking for **3-4 program assistants** with a **strong interest in human rights** from diverse academic backgrounds, including but not limited to:
    - education/communication/management or related field,
    - law/political science/social sciences or related field,
    - visual/performing/multidisciplinary arts or related field.
- Great communication and writing skills in **English**
- Excellent **interpersonal skills**, flexibility, team player, creative, management and organization skills
- Experienced with Google Drive / Microsoft Office (Word, PowerPoint, Excel) / Social Media / Zoom
- **Applicants must be eligible to receive a grant through the Erasmus+ Traineeship program of their university**

TASKS AND RESPONSIBILITIES

Program assistants are all responsible for a wide variety of tasks, including but not limited to:

- **Administrative support:** daily office and email correspondence, attending regular team meetings, monitoring and organizing file and library inventory
- **Academic coordination and curricular support:** providing technical seminar support, regularly updating and maintaining Moodle course pages, attendance tracking, exam monitoring, providing feedback on courses and other quality assurance support, liaising between students/staff/lecturers
- **Events support:** organizational support and attendance of various events, excursions and study trips
- **Communication support:** managing the program's social media presence, writing blogs and newsletters, marketing, design
- **Research** support in the intersection of human rights and arts for future course offerings

HOW TO APPLY

If you are interested in the traineeship, please complete the **application form no later than Sunday, 22 October 2023.** Please note that you will need a Gmail account to access the form and will be required to upload a motivation letter* (max. 1 page) and CV (max. 2 pages).

*In your motivation letter, please address the following questions:
- How do you understand the intersection between human rights and arts?
- Describe your interest in human rights. For example, share an experience when you felt inspired by human rights.
- What specific qualities do you believe make you a valuable asset in a team working environment and why?

If you have any questions or technical issues with the form, please contact us by email:
applied.humanrights@uni-ak.ac.at

IMPORTANT DATES & DEADLINES

Application Deadline**: 22 October 2023**

Please note that we will screen applications immediately and may contact potential candidates to schedule interviews before the application deadline.

Interview Dates:

     First round of interviews (via Zoom): **30 October 2023 and 31 October 2023**
     Second round of interviews (via Zoom): **9 or 10 Nov 2023**
     Final decisions will be made by: **20 Nov 2023**

Traineeship dates are **5 February 2024 – 9 August 2024** and must take place in-person in Vienna, Austria. Selected program assistants will be immersed in the working process and be trained before the summer semester begins.

We are looking forward to welcoming you to our team!