

CALL for Academic mentor/tutor in the field of Public Policy

Requirements:

- Ongoing PHD studies preferably at CEU
- Be able to teach between January and June 2020, twice a week
- Teaching experience is an asset

About RGPP:

The International Interdisciplinary Romani Studies Postgraduate Specialization Program (Roma Graduate Preparation Program - RGPP) is an intensive 10-month program that prepares outstanding Roma graduates with an interest in social sciences and humanities to compete for places at Masters Programs at internationally recognized universities. The program prepares students for further studies in their chosen field through intensive academic tutoring and mentoring in several disciplines. RGPP is part of the Romani Studies Program at CEU.

As academic mentors you are expected to do the following:

- Develop and write the course syllabus
- Teach twice a week tutoring sessions of 100 minutes per term, and offer consultations to students.
- Grade/evaluate/guide students during the academic year at the end of each term.
- Hold office hours each week. For each tutor a maximum of 1 paid hour a week is set aside.
- Keep track of students' attendance online and immediately send an email to student in case of absence.
- Be ready to discuss issues with the Academic Director and the Academic Coordinator in person or over email. While respecting confidentiality, promptly raise issues which might severely affect students' performance in the program (disciplinary and attitude issues, learning disabilities, etc.).
- Be available to attend program meetings and events.
- At the end of the term, provide written feedback regarding the performance of each student.

Application deadline: Nov 25, 2019

CV and letter of interest to be sent to : nyergesm@ceu.edu

If you have any questions do not hesitate to raise with using the email given above