

di:'angewandte

Universität für angewandte Kunst Wien  
University of Applied Arts Vienna

VIENNA  
MASTER  
OF ARTS



APPLIED  
HUMAN  
RIGHTS

## 2024/2025 Erasmus+ Traineeship: Vienna Master of Applied Human Rights

**Dates of Traineeship:** 5 August 2024 – 7 February 2025

**Location:** Vienna, Austria

**Position Type:** Part-Time (30 hours per week, breaks included)

**Compensation:** Amount determined and paid by the Sending Institution

**Benefits Covered by the Vienna Master:** Accident and liability insurance, 300€ travel stipend, Wiener Linien ticket (for duration of traineeship), annual ticket to Austrian National Library, allotted vacation time, and additional 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 application 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 combine human rights and the arts. They will gain knowledge and practical skills in the application of human rights education, entry level office work, leadership, 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-summer-semester-2024/>

## REQUIREMENTS

We are looking for **3-4 program assistants** with a **strong interest in human rights** from diverse academic backgrounds, including education/communication/management or related field, law/political science/social sciences or related field, visual/performing/multidisciplinary arts or related field.

**Applicants must be eligible to receive a grant through the [Erasmus+ Traineeship](#) program of their university as a current student or recent graduate.**

Additional requirements include:

- Ability to communicate effectively, transparently and professionally in **English**, both in writing and verbally
- Ability to plan, organize and carry out work assignments individually and as part of a team
- High level of creativity and flexibility
- Excellent computer and digital skills, especially with Google Workspace, Microsoft Office, Social Media platforms, and Zoom
- Excellent interpersonal skills, commitment and team spirit
- Excellent organizational, time management multitasking skills

## 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, taking minutes, monitoring and organizing file and library inventory
- **Academic coordination and curricular support:** providing technical seminar support, regularly updating and maintaining Moodle learning platform, attendance tracking, exam monitoring, providing course feedback among other quality assurance support, liaising between students/staff/lecturers, research support for future course offerings
- **Events support:** organizational support and attendance of various events, excursions and study trips
- **Editorial support:** managing the program's marketing and social media plan, writing blog articles and newsletters, visual design

## HOW TO APPLY

If you are interested in the traineeship, please complete the [application form](#) **no later than Tuesday, 30 April 2024 at 5 PM (CET/Vienna time)**. Please note that you will need a Gmail account to access the form and will be required to upload your **motivation letter** (max. 1 page) and **CV** (max. 2 pages) as one PDF.

In your motivation letter, please address the following questions:

- Describe your interest in human rights. For example, share an experience when you felt inspired by human rights.
- How do you understand the intersection between human rights and arts?
- 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 [application form](#), please contact us by email: [applied.humanrights@uni-ak.ac.at](mailto:applied.humanrights@uni-ak.ac.at).

### **IMPORTANT DATES & DEADLINES**

Application Deadline: **30 April 2024 at 5 PM (CET/Vienna time)**

Interview Dates:

First round of interviews (via Zoom): **13-15 May 2024**

Second round of interviews (via Zoom): **end of May**

Final decisions will be made by: **6 June 2024**

Traineeship dates are **5 August 2024 – 7 February 2025** and must take place in-person in Vienna, Austria. Selected program assistants will be immersed in the working process and be trained before the winter semester begins.

We are looking forward to welcoming you to our team!