



**L-Università  
ta' Malta**

**Human Resources  
Management &  
Development Office**

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## **Call for Applications**

### **Post/s of Part-Time Research Support Officer II**

#### **Department of Classics and Archaeology**

1. The Department of Classics and Archaeology requires the services of a Research Support Officer II to **Coordinate the Classics Summer School at the University of Malta.**
2. The ideal candidate must have a Master's Degree in Classics.
3. This post will be for a period from 20 July 2026 until 31 July 2026 and will be expected to work a total maximum of 38 hours. The Research Support Officer II will be remunerated at the rate of €14.58 per hour.
4. **The selected candidate must be living in Malta for the period of employment.**
5. Candidates must submit their letter of application, a copy of their *curriculum vitae* and a copy of their certificates to [carmel.serracino@um.edu.mt](mailto:carmel.serracino@um.edu.mt) by not later than **Wednesday, 6<sup>th</sup> May 2026.**

**Late applications will not be considered.**

Office of the University  
Msida, 29<sup>th</sup> April 2026

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**Further Information**

The MALTA CLASSICS SUMMER SCHOOL FOR THE YOUNG is two weeks of intensive, immersive study for young secondary students aged 13-15 years. Through engaging lessons and hands-on activities, participants will explore Greek and Roman history, ancient mythology, and the fundamentals of Greek and Latin. The Summer School will primarily be held at the Archaeology Centre, University of Malta, with possible exciting sessions in Valletta, and will take place during the third and fourth weeks of the month of July 2026.

1. The following is a list of tasks that the appointee may be required to:

- Coordinate the design of the programme;
- Liaison with the Department of Classics and Archaeology to secure classroom bookings at the Archaeology Centre and ensure all necessary AV equipment and teaching materials are available;
- Develop a risk assessment for the two weeks, ensuring student medical forms are on file, and maintaining a first-aid protocol;
- Manage the running of the day, including supervised break times and ensuring sessions start and end on time;
- Assist in the application process, answering parent inquiries, and sending out “Welcome Packs” with reading lists or clothing requirements for activities;
- Act as the primary point of contact for student well-being;
- Assist in the teaching component if necessary;
- Organize a final ceremony where students receive certificates of participation for their parents to attend;
- Source materials for any “hands-on” sessions and coordinating with any guest speakers or museum curators;
- Collect evaluations from both students and instructors to create a post-programme report for future iterations;
- Coordinate social media updates or local school visits to drive recruitment;
- Take (GDPR-compliant) photos and videos during the workshops to use for the Department’s archives or future promotional material.

2. The appointee is expected to work:
  - a. on a part-time basis; and
  - b. at such places and during such hours as may be determined by the University authorities.
3. The selection procedure will involve:
  - a. scrutiny of qualifications and experience claimed and supported by testimonials and/or certificates (copies to be included with the application);
  - b. short-listing; and
  - c. an interview and / or extended interview.
4. The appointment will be subject to a probationary period, and to the provisions of the Statutes, Regulations and Bye-Laws of the University which are now or which may hereafter be in force.

Office of the University  
Msida, 29<sup>th</sup> April 2026