

**The Rector of the Krakow University of Economics
the two full-time positions of Language lecturer – English teacher /lektor/
in the group of teaching employees
the Language Center**

Main tasks:

- 1) conducting academic classes (at full and part-time studies), including the development of didactic materials,
- 2) participation in the implementation of the conference, standardized exams,
- 3) organizational activities supporting and benefiting the Language Center and the University,
- 4) implementation of tasks and duties entrusted by superiors.

Requirements for the candidates:

The position may be applied for by the candidates who hold a professional master's degree in English Philology with teaching qualifications or speak a foreign language as their mother tongue with teaching qualifications and fulfill requirements set forth in the Law on Higher Education and Science Act (consolidated text Dz.U. – Journal of Laws of 2023, item 742, with subsequent amendments) and in the University's By-laws.

The candidate is required to have:

- 1) pedagogical qualifications,
- 2) in the case of foreign nationals – pedagogical qualifications for teaching English as a foreign language,
- 3) in the case of foreign nationals also a good command of the Polish language to the extent allowing to teach classes in Polish,
- 4) at least one year of teaching experience,
- 5) availability, readiness to conduct classes also in part-time studies (classes also on weekends).

Will be an advantage:

- 1) proficiency in business English,
- 2) experience in higher education.

Required documents:

- 1) a cover letter (an application letter) and a resume (CV),
- 2) a personal data questionnaire for the person applying for employment*,
- 3) a copy of higher education diploma (for diplomas issued in languages other than Polish, also a certified translation of the document into Polish and a certificate of equivalence of the diploma/ master's degree, master's science degree or equivalent degree with the Polish equivalent – if applicable)¹,
- 4) a list of accomplishments, information and possible opinions on:
 - a) teaching experience including conducting classes,
 - b) experience at a higher education institution in a similar position,
 - c) experience gained in previous positions,
- 5) for foreigners, also a declaration or a copy of a certificate confirming good command of the Polish language,

¹ Written information on the possibility of recognizing a foreign diploma in Poland for the purpose of employment can be obtained from NAWA: from the [KWALIFIKATOR](#) system or [submit an application for it to NAWA](#). "Confirmation of higher education at a specific level of study is not tantamount to having a Polish professional title (master's degree, engineer's degree, bachelor's degree, etc.). A higher education diploma or professional title obtained abroad may be recognized as equivalent to its Polish equivalent on the basis of an international agreement, and in the absence of an international agreement, by way of nostrification." [NAWA]

- 6) a declaration that upon the commencement of employment, the Krakow University of Economics will be the principal employer of the Candidate*,
- 7) a declaration as to the Candidate meeting the requirements specified in Article 113 of the Law on Higher Education and Science*,
- 8) a declaration on the lack of personal relationship based on Article 118 of the Law on Higher Education and Science*,
- 9) information on processing personal data during the recruitment process – attached below.

*** Declaration forms can be downloaded from the website at:**

<https://bip.uek.krakow.pl/artykuly/203/dokumenty-do-pobrania>

For documents issued in languages other than Polish, a translation of the document into Polish.

We offer:

- 1) stable employment, interesting work and opportunities for professional development,
- 2) training, including language training,
- 3) participation in projects and conferences, including foreign ones,
- 4) opportunity to meet outstanding people,
- 5) social benefits package,
- 6) possibility of using the group life insurance program, the employee pension program and group retirement insurance.

Applications for the vacancy competition should be submitted:

In Polish with a title: "Lektor języka angielskiego":

- a) by e-mail to: wiszk@uek.krakow.pl (preferred form) or
- b) in person to the Language Center of the Krakow University of Economics – Kraków ul. Rakowicka 27, Building F room 207.

Late submissions or incomplete applications will not be considered.

Original documents (for consultation) should be submitted by the Candidate qualified for the position of Language lecturer by means of this competition to the Unit of Human Resources prior to signing an employment agreement.

Deadline for application submissions – by 14th June 2024.

Estimated date of conclusion of the selection process: **July 2024.**

Planned full-time employment starting on **1st October 2024 for the period of one year with a possibility of extension.**

Selection process flow:

- 1) Formal assessment of submitted applications.
- 2) Selecting candidates/candidates who meet the formal requirements described in the announcement, invitation to the second stage – interviews with the team indicated by the competition committee, in order to verify the merits of the submitted candidates in terms of language competences needed to conduct foreign language classes in business (also specialist) at the academic level.
- 3) Decision of the competition committee to recommend the candidate. If none of the candidates meets the requirements for employment in a given position, the committee applies to the Rector with a request to close the competition.
- 4) The final decision on employment is made by the Rector.
- 5) Information of the results of this vacancy competition will be available on the University's BIP (Public Information Bulletin) and the Minister's BIP.

Kraków, 2024.05.15

acting Rector

Dr Habil. Bernard Ziębicki, Associate Professor

Information on the processing of personal data during the recruitment process

Pursuant to Article 13(1)(2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as "RODO"), please be informed as follows:

1. Administrator of personal data

The Administrator of your personal data is the Krakow University of Economics (KUE), having its registered office: ul. Rakowicka 27, 31-510 Kraków (hereinafter "Administrator").

2. Personal Data Protection Inspector

The contact data of the Personal Data Protection Inspector – e-mail: iod@uek.krakow.pl, tel.: (12) 293 75 90.

3. Purpose of processing data

Your personal data:

- within the scope of Art. 22¹ § 1 of the Labour Code: name and surname, date of birth, contact data indicated by you (in particular, correspondence address, including email, telephone number), education and professional qualification will be subject to processing for the purpose of conducting a recruitment process for the position you apply for, including evaluation of your work qualifications and abilities and skills required for the position you apply for with a view to taking necessary action to conclude a contract of employment, as well as to enable your future employer to meet related legal obligations;
- your personal data contained in the recruitment documents will be processed for the same purpose, particularly those contained in your Curriculum Vitae (CV) or cover letter – the data that is beyond the scope set forth above.

4. Legal grounds of processing data

The processing of your personal data is based on the following legal grounds:

- legal regulations, including those in Labour Code (Art. 22¹ § 1), the regulations of the Act of 20 July 2018 on higher education and science, in accordance with Art. 6 of the Act(c) RODO;
- your consent for the processing of data contained in the recruitment documents, including Curriculum Vitae (CV) or cover letter, if you disclose other data than those indicated in Art. 22¹ § 1 of the RODO Code, in accordance with Art. 6 of the Act(a) RODO. You give your consent in the form of positive action to confirm (Art. 4 point 11 RODO) by submitting recruitment documents;
- the CUE's justified interest – within the scope of data collected during the recruitment process. It is in the CUE's justified interest to verify your skills and abilities, which is necessary to verify whether you are a suitable candidate for the position related to the recruitment process, in accordance with Art. 6 of the Act(f) RODO.

5. Data recipients

Your personal data may be disclosed to entities and bodies authorised to process those data pursuant to legal regulations.

6. The period of storage of personal data

Your personal data will be processed for a period not longer than the duration of the recruitment process. After this period, application documents not considered positively in the current recruitment process will be destroyed. Documents submitted to the CUE outside current recruitment processes are destroyed without delay.

7. The rights related to personal data processing

You have the right of access to your personal data, and the right to receive a copy thereof, the right to correct them or to restrict their processing.

Within the scope at which your personal data are processed in connection with the CUE's legally justified interest, you have the right to revoke your consent for the processing of your personal data.

Within the scope at which your personal data are processed on the basis of consent, you have the right to revoke it. You may revoke your consent at any time by sending an email to iod@uek.krakow.pl or a letter addressed as specified under point 1. The withdrawal of consent does not affect the lawfulness of processing carried out prior to the withdrawal.

Also, you have the right to make a complaint to the President of the Personal Data Protection Office.

8. The requirement to disclose personal data

- The disclosure of personal data as set forth in Art. 22¹ §1 of the Labour Code is a statutory duty, and you are obligated to disclose them. Data are indispensable to carrying out the recruitment process. If you fail to disclose your personal data, you will be excluded from the recruitment process.
- The disclosure of your phone number and email address is voluntary. However, this information is indispensable to maintaining contact with you in the course of the recruitment process. Failure to disclose such data will result in excluding you from a group of persons subjected to closer verification.
- If your recruitment documents, including your Curriculum Vitae (CV) or cover letter, contain other data than those specified above, the lack of your consent for data processing will prevent the possibility of considering your recruitment documents during the recruitment process and the immediate removal thereof.

9. Automated decision making and profiling

Your personal data shall not be subject to automated decision making, including profiling, which may produce legal effects on you or which may affect you in a substantial manner.

10. Information on the intent to disclose personal data to a third country or an international organization

Your personal data shall not be disclosed to third countries (i.e., outside the European Economic Area) or international organizations.

I hereby acknowledge that I have read the above information concerning the processing of personal data by the Krakow University of Economics of persons applying for employment.

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(date and Candidate's signature)