

**Assistant in the group of research and teaching staff, Faculty of Organization and Management,
Institute of Management**

Lodz University of Technology is one of the finest universities of technology in Poland. Its tradition and experience in training professionals and conducting research date back more than 75 years. It is an attractive partner for business. It cooperates with the largest national and international corporations. It conducts research of a European standard, develops new technologies and creates innovation in collaboration with the leading research centres all over the world. One of the pillars of Lodz University of Technology management is equal treatment of staff regardless of their gender, age, race or other demographic and social characteristics. In 2016, TUL was the first technical university in Poland to receive the HR EXCELLENCE IN RESEARCH award certifying that the University adheres to the principles of *the European Charter for Researchers* and *the Code of Conduct for the Recruitment of Researchers*.

1. The requirements to be met by the candidate (detailed description of the knowledge, qualifications, skills, and professional experience).

We expect from a candidate for the position:

- Completed master's studies in management, economics or related subjects;
- Research interests focusing on the issues of strategic management, project management and inter-organizational cooperation;
- Proficiency in Polish and English, both spoken and written, due to the necessity to conduct classes in both languages;
- Team work skills;
- Proven experience in conducting didactic classes, membership in student research clubs and scientific publications will be an additional advantage.

2. Specification of the terms and conditions of employment and authority associated with the position.

The job offer applies to a position at the Institute of Management at the Faculty of Organization and Management of the Lodz University of Technology. Full time. The work is expected to be started on 28.02.2022.

3. Description of the expected responsibilities and duties.

A person employed as an assistant in the group of research and teaching staff will be required to conduct research in the declared area, present it, publish the results, and conduct ongoing reporting in this regard, resulting from the regulations in force at the university.

The scope of tasks also includes conducting classes, preparing materials and participating in other didactic activities indicated by the superior or resulting from internal regulations.

The employee's duties also include organizational work related to the day-to-day operations of the unit and resulting from direct decisions of the superior.

4. List of the required documents:

- 1) application for employment to the Rector of Lodz University of Technology;
- 2) personal questionnaire for a person applying for employment at Lodz University of Technology, as provided in Annex no. 1.1;
- 3) Data Privacy Statement as provided in Annex no. 1.2;
- 4) Consent to the processing of personal data, as provided in Annex no. 1.3;
- 5) true copies/copies of diplomas;
- 6) other documents proving the qualifications.

5. the place, manner, and deadline for submitting the documents (as well as information concerning their return);

Applications will be accepted until February 23, 2022 in electronic or paper version in the office of the Faculty of Organization and Management of the Lodz University of Technology (Office No. 54), ul. Piotrkowska 266, 90-924 Lodz.

6. contact person and postal and e-mail addresses to which documents or scans thereof may be forwarded;

In matters related to the job offer, please contact Ms. Izabela Grabowska, tel. 042 631 37 68.

Documents and scans can be sent electronically to the e-mail address: deanmngmt@adm.p.lodz.pl

7. the expected date of the announcement of the decision – February 28, 2022.

**PERSONAL INFORMATION FORM
FOR APPLICANTS FOR EMPLOYMENT AT LODZ UNIVERSITY OF TECHNOLOGY**

1. First name(s) and family name

2. Date of birth

3. Contact details
(provided by the applicant)

4. Education (where required for specific duties or jobs)
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(name of school and graduation date)

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(occupation, specialisation, degree, professional title, academic title)

5. Professional qualifications (where required for specific duties or jobs)
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(courses, postgraduate education, other forms of further development of knowledge and skills)

6. Employment history (where required for specific duties or jobs)
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(employment periods and jobs held at previous employers')

7. Additional personal information, where the right or the duty to disclose it exists under specific regulations.....
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.....
(place and date)

.....
(signature of the applicant)

Data Privacy Statement for job candidates

Pursuant to Article 13(1) and (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, Official Journal of the EU L 119/1), hereinafter referred to as "GDPR", we inform you as follows:

- 1) Lodz University of Technology with the registered office in Lodz is the Controller of your personal data;
- 2) We have appointed a Data Protection Officer to supervise the compliance of personal data processing, who can be contacted in matters concerning the protection of your personal data at the following e-mail address: rbi@adm.p.lodz.pl; telephone number: 42 631 2039; or in writing to the address of our registered office: Lodz University of Technology, Żeromskiego 116, 90-924 Łódź;
- 3) As the controller, we will process your data for the purpose of the recruitment process for the position indicated, based on your consent (Article 6(1)(a) GDPR);
- 4) You have the right to withdraw your consent to the processing of your personal data at any time, but such withdrawal shall not affect the lawfulness of the processing effected on the basis of your consent prior to its withdrawal;
- 5) You have the right to lodge an objection against the processing of the data as set out above at any time. We will cease to process your data for these purposes unless we can demonstrate that there are compelling legitimate grounds for us to do so which override your interests, rights, and freedoms, or that your data will be required for the possible establishment, assertion, or defense of claims;
- 6) Your personal data provided in the CV, personal information form for the applicant for employment, and copies of documents supporting your professional experience, education, additional credentials and qualifications will be processed for the period in which claims related to the recruitment process may arise, i.e. for 6 months following the conclusion of the recruitment process. For individuals who have given their consent to the processing of personal data for the purposes of future recruitment, for a period of 12 months following the conclusion of the recruitment process during which the consent has been given;
- 7) Only individuals authorized by the Controller to process your data in the performance of their duties will have access to your data;
- 8) Your personal data will not undergo automated processing and will not be subject to profiling;
- 9) Under GDPR, you shall further have:
 - a) the right to access your data and to receive copies thereof,
 - b) the right to rectification (amendment) of your data,
 - c) the right to erasure/to be forgotten, restriction of data processing,
 - d) the right to data portability,
 - e) right to file a complaint to the supervisory authority - President of the Personal Data Protection Office, Stawki 2, 00-193 Warsaw.

.....
(date and signature of the candidate)

**Consent of the candidate to the processing of personal data
(pursuant to Article 7 GDPR)**

I consent to the processing of my personal data by Lodz University of Technology, the Controller of the data included in the following documents that I have submitted:

.....
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.....
.....

for the purpose of recruitment/employment*.

I hereby declare that I have been informed of the right to withdraw my consent at any time, effective as of the date of submission of the withdrawal of consent.

The Controller (or an authorised representative) has also informed me that the withdrawal of consent does not affect the lawfulness of the processing performed on the basis of the said consent prior to its withdrawal.

.....
(date and signature of the candidate)

