

## **Assistant Lecturer - German language teacher at the Language Centre TUL**

Lodz University of Technology is one of the best technical universities in Poland. It has over 75 years of tradition and experience in educating staff and conducting scientific research. It is an attractive partner for business. We cooperate with the largest companies in the country and abroad. We conduct research at the European level, create new technologies and patents in cooperation with the best research centres around the world. One of the pillars of the of Lodz University of Technology's management is the equal treatment of employees 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 logo, confirming that the University applies the principles of the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers".

1. Requirements for the candidate (description of precise knowledge, qualifications, skills and professional experience).

### **Necessary requirements:**

- a degree in philology,
- Master's degree,
- experience in working as a German language teacher,
- very good knowledge of methodology of teaching foreign languages,
- full availability and readiness to didactic work at various levels of advancement,
- knowledge of the Common European Framework of Reference for Languages (CEFR)
- minimum 4 years of experience in teaching at a university
- documented participation in training (internships, courses) increasing professional qualifications, which will be assessed in terms of their suitability for work at the Language Centre TUL

### **Additional requirements:**

- experience in a similar position,
- ability to think critically and solve problems effectively,
- ability to work in a team, communication skills,
- ability to take initiatives and act consistently,
- proficiency in MS Office.

2. Working conditions and privileges associated with the position.

- contract of employment,
- opportunities for active professional development, enhancement and acquisition of new skills (national and international travel, training),
- modern working conditions.

### 3. Description of the expected tasks and responsibilities.

- teaching and educating students by carrying out the teaching load,
- other work related to the teaching, learning and education process of students,
- participating in the organizational work of the University,
- continuous professional development.

#### List of required documents:

- 1) application for employment to the Rector of TUL;
- 2) Personal questionnaire for a person applying for employment at the Lodz University of Technology, constituting Annex No. 1.1 to the "OTM-R POLICY - OPEN, TRANSPARENT, SUBSTANTIVE RECRUITMENT PROCESS";
- 3) The clause on the protection of personal data, constituting Appendix No. 1.2 to the "OTM-R POLICY - OPEN, TRANSPARENT, SUBSTANTIVE RECRUITMENT PROCESS";
- 4) Consent to the processing of personal data, constituting Appendix No 1.3 to the "OTM-R POLICY - OPEN, TRANSPARENT, SUBSTANTIVE RECRUITMENT PROCESS";
- 5) copies of diplomas;
- 6) other documents confirming the qualifications held.

### 4. How to submit documents and the deadline (including indication of the possibility of collecting them)

In writing to the following address:

Lodz University of Technology Language Centre

al. Politechniki 12, 93-590 Łódź

or

- By e-mail to: [ewa.szymanska.1@p.lodz.pl](mailto:ewa.szymanska.1@p.lodz.pl)

Candidates' documents will be accepted until 03/03/2024. The date of receipt of the documents will be decisive

### 5. Contact person details as well as postal and electronic addresses to which documents and their scans can be sent

Ewa Szymańska

e-mail: [ewa.szymanska.1@p.lodz.pl](mailto:ewa.szymanska.1@p.lodz.pl)

### 6. Expected date of conclusion of the selection process: March 2024.

### 7. Profile description of the unit launching the competition

The Language Centre of the Lodz University of Technology is committed to the highest teaching standards and creates an open, friendly learning and working environment. We help students improve their linguistic and extra -linguistic competences necessary to find their own way in the contemporary, multicultural, dynamically developing labour market.

TUL Language Centre:

- has modern technical equipment necessary to conduct classes at a high level,
- supports innovative activities as well as professional and personal development of its employees,
- provides an attractive offer of language training and the development of social skills required in the labour market,
- actively works for the academic community of TUL, playing a strategic role in it,
- supports the development of student culture and is actively involved in the student educational process,
- is efficiently managed, has an organizational structure adapted to the performed and assumed tasks and an integrated control system.

8. If sending the documents by post, the envelope should be marked "job applicant offer".