



### Announcement

Dean of Faculty/Head of Organizational unit, on behalf of the Rector of Bydgoszcz University of Science and Technology announces a competition for the position of ASSISTANT in the group of OTHER ACADEMIC TEACHERS

Discipline	<b>English Philology</b>
Date of announcement	<b>28.03.2024</b>
Deadline for submitting offers	<b>28.04.2024</b>
Working pattern/Hours	<b>Full time</b>
Planned date of commencement of work	<b>01.10.2024</b>
Link to the faculty's/unit's website	<b><a href="https://sjo.pbs.edu.pl/pl/">https://sjo.pbs.edu.pl/pl/</a></b>
Keywords	<b>Assistant, department of languages, English language, French language, language teaching</b>
Description (subject, requirements, comments)	The candidate is expected to have experience in working with adults and conducting classes in the form of language classes, developing English syllabi, preparing original materials for learning specialized English, providing basic information about the culture of a country specific to a given language area, conducting control tests that provide the opportunity to check progress and are an indication for further learning, conducting exams after each semester, passing which allows to start learning at the next stage of advancement, providing consultations, constantly improving language skills, and learning new teaching methods. Additional expectations: translations into English and French.
<p>The candidate is required to meet the following eligibility criteria:</p> <p>Possession of a master's degree, master's degree in engineering or equivalent in English philology;</p> <p>Advanced knowledge of English, confirmed by an appropriate diploma or certificate issued on the basis of an examination by an institution with a recognized position in teaching English;</p> <p>Advanced knowledge of the French language, confirmed by an appropriate diploma or certificate issued on the basis of an examination by an institution with a recognized position in teaching French;</p> <p>At least five years of documented work experience as an academic teacher;</p> <p>Participation in international projects conducted at universities;</p> <p>High teaching skills confirmed, for example, by the results of student surveys;</p> <p>Personal predispositions and skills, including:</p> <ul style="list-style-type: none"><li>- ability to reliably transfer knowledge and practical skills,</li><li>- ability to plan and organize own work,</li><li>- knowledge and ability to use computers and distance learning techniques,</li><li>- practical knowledge of the Syllabus program, practical knowledge of the Moodle platform,</li><li>- experience in creating new fields of study,</li><li>- active participation in training and courses improving teaching competences,</li></ul>	

<p>- participation in teaching and didactic-scientific conferences, confirmed by appropriate certificates;</p> <p>Necessary conditions:</p> <ul style="list-style-type: none"> <li>- experience in teaching specialist English and business English,</li> <li>- knowledge of modern methods of teaching foreign languages, e.g. neurodidactics, psychology in teaching or creative methods (conducting debates, interest groups, clubs), etc.</li> <li>- knowledge and experience in general, scientific and specialist translations (necessarily in the field of medicine) in English and French, qualifications as a sworn translator are welcome,</li> <li>- ability to work with the design method, e.g. "design thinking",</li> <li>- experience in organizing competitions and events promoting learning English, developing the interests and talents of participants,</li> <li>- experience in working with high school students,</li> <li>- ability to organize language courses and workshops,</li> <li>- knowledge of modern distance learning platforms and designing language quizzes,</li> <li>- participation in various types of teaching and educational projects,</li> </ul> <p>In the case of foreigners, the command of the Polish language, spoken and written, is required to the extent that enables conducting classes with students.</p>	
List of required documents	<ol style="list-style-type: none"> <li>1) application for admission to the position,</li> <li>2) candidate's CV,</li> <li>3) documents confirming candidate's qualifications,</li> <li>4) description of professional work to date, specification of scientific, didactic and organizational achievements related to the type of position being the subject of the competition,</li> <li>5) employment certificates from recent years,</li> <li>6) a statement that the candidate meets the conditions specified in Art. 113 of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended),</li> <li>7) a statement that Bydgoszcz University of Science and Technology will be the primary/additional* place of employment of the candidate,</li> <li>8) a declaration of consent to the processing of personal data for the purpose of the recruitment process in accordance with the provisions of the general regulation on the protection of personal data of 27 April 2016 (Journal of Laws UE L 119 of 04/05/2016).</li> </ol>
Documents shall be submitted:	<p>In person or by post to the <del>Dean's Office</del>/Secretariat of the Organizational unit Studium Języków Obcych PBŚ, Building J, J011  Address ul. Kaliskiego 7, 85-796 Bydgoszcz phone: (+48) 52 340 84 90 or e-mail: sjo@pbs.edu.pl</p>

\* delete where inapplicable

The contest will be adjudicated no later than three months from the date of this announcement.

Information on how the candidate will be informed about the result of the competition:

- via phone call

Candidates whose offers are not accepted shall have their documents returned.

Bydgoszcz University of Science and Technology reserves the right not to select any candidate.

Competition procedures are conducted in accordance with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and the Open, Transparent and Merit-based Recruitment of Researchers (OTM-R).

#### INFORMATION CLAUSE

Pursuant to Art. 13 of the general regulation on the protection of personal data of 27 April 2016 (Journal of Laws UE L 119 of 04/05/2016) on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / WE - general regulation on data protection (Journal of Laws UE L 119/1 of 04/05/2016), Bydgoszcz University of Science and Technology informs that:

1. The administrator of your personal data is Bydgoszcz University of Science and Technology with its registered office at Al. prof. S. Kaliskiego 7, 85-796 Bydgoszcz,
2. Contact with the Data Protection Officer - iod@pbs.edu.pl,
3. Your personal data will be processed:
  - 1) for the purposes of the currently announced recruitment - pursuant to Art. 6 sec. 1 lit. b of the general regulation on data protection of April 27, 2016 and the Labor Code of June 26, 1974 in order to conclude a contract,
  - 2) for future recruitments if you give your consent pursuant to Art. 6 sec. 1 lit. a of the regulation, expressed in writing for the period specified in the consent declaration,
4. Your personal data, in the event of failure to conclude the contract, will be kept for a period of up to 6 months or the time specified in the consent statement,
5. The recipients of your personal data will only be entities authorized to obtain personal data on the basis of legal provisions and entities cooperating in the recruitment process, your data will not be transferred to a third country, except for cases resulting from your express request,
6. You have the right to request the administrator to access your personal data, the right to request rectification, deletion or limitation of processing, the right to object to the processing, the right to transfer data, and if consent is granted, the right to withdraw it in any time,
7. Providing personal data for ongoing recruitment is a statutory requirement of the Labor Law. The consequence of not providing data is exclusion from recruitment.
8. Providing personal data for the purposes of future recruitment is voluntary and does not affect the course and results of ongoing recruitment.
9. You have the right to file a complaint with the supervisory body - the President of the Personal Data Protection Office,
10. Your data will be processed partially automatically, with the possibility of profiling. Automatic decision-making is not used to recruit employees.

I consent to the processing of my personal data for the purposes of current and future recruitment at Bydgoszcz University of Science and Technology YES / NO.