

Assistant in the employee group of research-teaching staff 49/2024/NA/WSNE/ISMuz

Location: Cieszyn

Reference Number.: 49/2024/NA/WSNE/ISMuz

THE RECTOR OF THE UNIVERSITY OF SILESIA IN KATOWICE

announces an open call for the position of the Assistant in the employee group of research-teaching staff

Place of work: Faculty of Arts and Educational Science, Institute of Music

Job location: Bielska 62, 43-400 Cieszyn, Bankowa 12, 40-007 Katowice

Number of available positions: 1

Key words: Music Education, organ music, organs

Applications to the open call may be submitted by those who meet the conditions specified in Section 113 of the Act – Law on Higher Education and Science of 20 July 2018 (Journal of Law 2024 item 1571).

KEY RESPONSIBILITIES:

- teaching classes in the 1st cycle and 2nd cycle studies for the Music Education degree programme in the scope of playing organ,
- supervision over students – support in developing technical and interpretational skills of the students and help in preparation of concerts, exams and recitals,
- organization and participation in the final exams and semester auditions,
- conducting artistic activity and scientific research,
- realization of the organizational tasks in accordance with the Individual Assignment of Duties.

QUALIFICATION REQUIREMENTS:

- minimum MA in music in the scope of playing organ,
- documented artistic activity in playing organ, both solo and in the scope of chamber organ playing including the phonographic achievements published in media of which the candidate is the author,
- fluent knowledge of the organ literature,
- interpretation skills in terms of interpretation of the musical compositions of different styles and from different epochs, including the modern music,
- documented scientific activity, e.g. participation in the scientific conferences, papers in post-conference publications,
- documented forms of professional development (participation in courses, workshops etc.) in the scope of playing organ,
- knowledge of the organ improvisation techniques,
- ability to work in the artists' groups,
- knowledge of the basic aspects of the organ structure, built and conservation,
- knowledge of foreign languages, especially English in the extent that allows to use the specialist literature, participation in the international projects and conducting classes,
- documented teaching experience at different levels of artistic education,
- documented didactic achievements and achievements in science/art popularization,
- documented forms of professional development in terms of academic teaching,
- ability to conduct classes using the tools for distance learning,
- command of Polish that allows for conducting classes or readiness to learn Polish (in the case of foreign candidates).

ADDITIONAL REQUIREMENTS:

- presentation of the scientific development plan,
- experience/readiness to work in a team.

TERMS OF EMPLOYMENT:

- full time employment based on a basis of employment contract*,
- employment at the University as the primary workplace,
- base remuneration in accordance with the Remuneration regulations of the University of Silesia,
- additional remuneration components in accordance with the Remuneration regulations of the University of Silesia,
- pro-quality bonus for special achievements according to regulations in force,
- the annual teaching load of 210 hours,
- task-based working time,
- opportunity for further professional development,
- work environment supporting sustainable development based on the diversity, equality and inclusion,
- social benefits package,
- group life insurance for the University employees and their families,
- private medical care as a part of additional health insurance for the University employees and their families,
- ability to join the Occupational Pension Scheme and the group pension insurance POGODNA JESIEN.

* at the University first employment contract concluded with an academic is the fixed period employment contract for the period of maximum 4 years.

REQUIRED DOCUMENTS:

- motivational letter,
- scientific resume (CV),
- copies of documents confirming candidate's education (or scans of such documents),
- list of the candidate's scientific/artistic achievements,
- list of the candidate's didactic achievements,
- list of the candidate's achievements in terms of popularization of science,
- other documentation defined in the open call requirements.

SCHEDULE OF THE CALL:

- application submission deadline: **1st of January 2025 (11.59 p.m. CET)**
- the selection process will be concluded by: **2nd of March 2024**

OPEN CALL PROCEDURE:

Applications received after the deadline, incomplete applications and applications submitted in any other way than defined in the open call announcement shall not be considered.

The open call is conducted and solved by the open call committee appointed by the Rector. The open call procedure consists of two stages:

- the formal assessment of the submitted documents,
- merit-based evaluation of the candidates.

The formal assessment is preceded by the initial verification of the submitted documents confirming fulfilment of the requirements defined in the open call announcement. In the case of doubts the open call committee may call the applicant to complete the documentation in the defined period of time.

The open call committee prepares a list of persons whose applications fulfil the open call requirements to the greatest extent and invites them for an interview.

The interview may take place in person or by using the electronic means of communication. The invited candidates may be asked to prepare additional materials for the needs of presentation of their candidacy during the interview.

The open call committee may resign from conducting the interview if they state that the applications submitted in the open call do not fulfil the open call requirements.

The open call is solved by way of resolution adopted by the open call committee by secret ballot with the simple majority of votes.

The applicants are notified about the results of the open call. The applicants have a right to appeal against the open call committee's decision in writing within 7 days from the day they are notified about the result of the open call. The appeal shall be considered by the Rector within the period of maximum 30 days.

The final, binding decision on employment of the candidate selected and recommended by the open call committee is made by the Rector.

The University reserves the right to leave the call unresolved.

APPLICATIONS:

Submitting an application in response to this Call means accepting the GDPR information clause available in the Application form.

The required documents shall be submitted electronically using the application form, available by clicking "Apply".

Apply

IMPORTANT INFORMATION:

The condition necessary for employment of the candidate selected in the selection proceedings is the fulfilment of the obligations arising from Article 265(4), (5), (13) of the Act – Law on Higher Education and Science of 20 July 2018 (Journal of Law 2024 item 1571).

In the case of applying for employment at the University of Silesia in Katowice as the primary place of work, candidates employed in other higher education institutions as their primary place of work, should, as of the day of their employment, fulfil the requirement defined in art. 120, section 2 of the Act – Law on Higher Education and Science of 20 July 2018 (Journal of Law 2024 item 1571), according to which an academic may have **only one** primary place of work at a time.

In the case of person selected as a result of the open call selection procedure, who has obtained their academic degree, their degree in arts or their professional title abroad, and whose academic degree, degree in arts or their professional title has not been recognized as equivalent with the adequate Polish degree or title, employment of such person is possible in accordance with art. 116 section 2a of the Act – Law on Higher Education and Science of 20 July 2018 (Journal of Law 2024 item 1571), in accordance with the procedure in force at the University or on the basis of the nostrification procedure, for which the candidate shall apply.

GDPR information clause for the candidates

1. Personal data controller

The University of Silesia in Katowice is the controller of your personal data. You can contact the controller in the following manner:

- by post to: Bankowa 12, 40-007 Katowice
- by e-mail: administrator.danych@us.edu.pl

2. Data protection supervisor

You may contact the Data Protection Supervisor in all matters concerning the processing of your personal data and the exercise of your rights relating to the processing of data as follows:

- by post to: Bankowa 12, 40-007 Katowice
- by e-mail: iod@us.edu.pl

3. Purposes of the processing and legal basis of the processing

We will process your personal data to:

- assess your qualifications, abilities and skills required for the position you are applying for,
- select the right person to work with us.

The legal basis for the processing of your personal data is Article 6(1)(a), (c), (e) and (f) and Article 9(2)(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 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/EC (General Data Protection Regulation):

- Your consent to the processing of personal data provided in your CV and the cover letter, if you provide us with data other than your: first names and surname; date of birth; contact details; educational background; professional qualifications; your employment history to date.
- Your consent to the processing of your personal data in order to use it in the next recruitment processes conducted by the University of Silesia in Katowice for the next 9 months.

Your personal data which cannot be processed pursuant to legal provision will be processed when the candidate expresses his/her voluntary consent thereto.

- Your explicit consent to the processing of special categories of personal data i.e. sensitive data, as referred to in Article 9(1) of GDPR (inter alia health data), provided on the applicant's own initiative;
- fulfilling the legal obligation resting upon the controller, resulting from Article 22¹ paragraphs 1 and 2 of the Labour Code, with regard to the personal data which the employer requires from the candidate, i.e. first and last names; date of birth; contact details; and in case it is necessary to perform a specific type of work or on a specific position, it also requests information on education; professional qualifications; history of previous employment. The processing of your personal data for purposes and within the scope exceeding the aforementioned personal data requires your voluntary consent (Article 221a of the Labour Code).

The provision of personal data is a statutory requirement, necessary for participation in the recruitment process. If you do not provide the data, it will not be possible to accomplish the aforementioned purpose.

- * to comply with the legal obligation resting upon the controller, resulting, in particular, from the Act on Higher Education and Science, and implementing the provisions issued on the basis thereof. Processing of your personal data for the purposes of and within the scope exceeding the personal data necessary for the purposes of the competition procedure requires your voluntary consent.

The provision of personal data is a statutory requirement, necessary for the purposes of the competition procedure. If you do not provide the data, it will not be possible to accomplish the aforementioned purpose.

- fulfilling the task executed in the public interest, resulting in particular from Article 11(1) of the Law on Higher Education and Science;
- our legitimate interest as regards the data collected during the recruitment process in order to verify your skills and ability to work on the position you apply for.

The Act on Higher Education and Science, on the one hand, imposes public tasks on higher education institutions which they must carry out (Article 11(1)), and, on the other hand, guarantees them autonomy in all areas of their operation on conditions laid down in the Act (Article 9(2)), which allows higher education institutions to define their own detailed objectives and forms of activity within the framework of the status defined by law. A higher education institution as an academic community composed of staff, students and PhD students, exercising the tasks set forth in the Act, enjoys the autonomy granted and is guided by the European academic tradition. .

4. Period of storage of personal data

Your personal data collected in the current recruitment process will be stored until the end of the recruitment process. In case of expressing additional consent to the use of personal data for the purposes of future recruitments, they will be processed for a period of 9 months, but no longer than until the withdrawal of your consent.

5. Data recipients

Your personal data will not be transferred to any third parties.

6. Rights relating to the processing of personal data

You have the following rights in relation to the processing of personal data:

- the right to withdraw your consent to data processing, see below;
- the right of access to your personal data;
- the right to demand the rectification of your personal data which are incorrect and supplementing incomplete personal data;
- the right to have your personal data removed, in particular if you withdraw your consent to the processing, when there is no other legal basis for the processing;
- the right to demand a restriction of the processing of your personal data;
- the right to object to the processing of your data, due to your specific situation, in cases where we process your data on the basis of our legitimate interest, including for direct marketing purposes, or for the fulfilment of a public task. NOTE: in the case of processing data for direct marketing purposes, objections may be raised at any time regardless of the specific situation.
- the right to transfer your personal data, i.e. the right to receive your personal data from us, in a structured, machine-readable, commonly used IT format. You may send the data to another data controller or request that we send your data to another controller. However, we will only do so if such a transfer is technically feasible.
- You only have the right to transfer your personal data if we process the data in an automated way, i.e. in electronic form, on the basis of a contract with you or on the basis of your consent;
- the right not to be subject only to automated decision making, including profiling
- the right to lodge a complaint with the data protection supervisory authority, i.e. the President of the Office for Personal Data Protection.

The right to withdraw consent

To the extent that your data are processed on the basis of your consent, you have the right to withdraw your consent to data processing at any time. The withdrawal of consent does not affect the lawfulness of the processing that was carried out on the basis of your consent before it was withdrawn. You may withdraw your consent by sending a statement of withdrawal to our postal address or e-mail address: iod@us.edu.pl.

* concerns only the candidates applying for academic positions