



**VICE-RECTOR
IN CHARGE OF THE SCHOOL OF LANGUAGES AND LITERATURES
AT THE ADAM MICKIEWICZ UNIVERSITY, POZNAŃ**

ANNOUNCES

A COMPETITION

for the position of English Language Teacher

at the Foreign Language Teaching Centre

Basic information

- 1. Competition reference number:** konkurs_7_SJ_lektor_1_2025
- 2. Research discipline (research field):** non-applicable
- 3. Number of work hours per week including a task-based work schedule (if applicable):** full-time, 40 hours per week in a task-based work time system
- 4. Type of an employment contract and expected duration of employment, i.e.:** fixed-term contract for 2025/2026 academic year, from 1.10.2025 to 30.09.2026
- 5. Anticipated job starting date:** 1.10.2025
- 6. Workplace location:** AMU Foreign Language Teaching Centre, Collegium Heliodori Świącicki, ul. Grunwaldzka 6
- 7. Application deadline and process:**
The application documents should be submitted in the Foreign Language Teaching Centre AMU, Heliodori Świącicki Collegium, 6 Grunwaldzka Street, room 324 or via e-mail: sjuam@amu.edu.pl by 1.04.2025, including the competition reference number.
We anticipate interviewing candidates before the competition Committee.

Required documents

- Application form/letter of the candidate addressed to the Vice-Rector announcing the competition;
- *Curriculum Vitae*;
- Diplomas or certificates issued by colleges and universities attesting to education and degrees or titles held (in case of academic degrees obtained abroad - the documents must meet the equivalence criteria set out in Article 328 of the Act of 20 July

2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742 Polish: Dziennik Ustaw 2024 poz. 1571 t.j.);

- Information on the Applicant's research, teaching and organizational achievements,
- Examiner's licenses
- For foreigners, a certificate confirming the level of Polish at min. C1, according to CEFR.
- **Consent to the processing of personal data as follows:** *In accordance with Article 6 (1) (a) of the General Data Protection Regulation of 27 April 2016. (OJ EU L 119/1 of 4 May 2016) I consent to the processing of personal data other than: first name, (first names) and surname; parents' first names; date of birth; place of residence (mailing address); education; previous employment history, included in my job offer for the purpose of the current recruitment."*

Conditions of the competition determined by the competition committee

I) Determination of qualifications: (researcher profile) according to the Euraxess guidelines

(R1) First Stage Researcher (up to the point of PhD)

(R2) Recognised Researcher (PhD holders or equivalent who are not yet fully independent)

(R3) Established Researcher (researchers who have developed a level of independence)

(R4) Leading Researcher (researchers leading their research area or field)

II) Job Offer description

The duties will include:

- teaching English to students at various levels (A1- C2), teaching ESP and EAP on various AMU departments,
- preparation of tests and exams according to the curriculum of teaching English as a foreign language at AMU,
- participation in oral and written exams and consultations for students,
- conducting classes for weekend students,
- supporting work of colleagues from the FLTC,
- involvement in the initiatives of the FLTC, such as foreign exchange, exam preparation, organization of conferences and workshops or cultural events,
- involvement in conducting commercial courses at FLTC, including exam preparatory courses.

III) Requirements and qualifications

The competition is open to individuals who meet the requirements specified in Article 113 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2024, item 1571, Article 113 as amended) and who meet the following requirements:

1. Master's degree in English Philology or Applied Linguistics,
2. high linguistic and language competence (excellent command of English, C2),
3. pedagogical preparation,
4. TEFL certificate (e.g. CELTA or DELTA) or other teacher training certificate welcome,
5. experience working remotely with Moodle e-learning platform and MS Teams welcome,

6. international teaching experience welcome,
7. experience in international online teaching collaboration or other forms of international teaching exchange welcome,
8. certificate confirming the knowledge of Polish language at min. C1 level (CEFR),
9. qualifications to teach students with disabilities welcome,
10. good organizational skills,
11. ability to work independently and under time pressure,
12. experience in teaching ESP and EAP,
13. knowledge of a foreign language besides of English and Polish at the level B1 welcome.

IV) Required languages

1. **Language:** English, Polish
2. **Level:** fluent, native

- V) Required research, teaching or mixed experience** a minimum of 2 years' experience in teaching English in a secondary school or at university level.

VI) Benefits

- an atmosphere of respect and cooperation
- supporting employees with disabilities
- flexible working hours
- funding for language learning
- co-financing of training and courses
- additional days off for education
- life insurance
- pension plan
- savings and investment fund
- preferential loans
- additional social benefits
- leisure-time funding
- subsidizing children's vacations
- „13th” salary

VII) Eligibility criteria

1. experience in working remotely with Moodle e-learning platform and MS Teams,
2. Master's degree in English philology,
3. experience in working in an international environment,
4. possession of an examiner's license,
5. qualification to teach students with disabilities or experience in teaching students with disabilities,
6. knowledge of a foreign language other than English,
7. methodological publications or conference presentations,
8. experience in teaching English as a specialist or academic language (ESP or EAP),
9. experience as a baccaureate examiner.

VIII) The selection process

1. Competition Committee begins working no later than 14 days after the deadline for submission of application documents.

2. Formal evaluation of the submitted proposals.
3. Call to provide additional or missing documents if necessary.
4. Selection of candidates for the interview stage.
5. Interviews for candidates who meet the formal requirements.
6. The Committee has the right to request external reviews of candidates' work or to ask candidates to conduct teaching assignments with an opportunity for student evaluation.
7. The committee has the right to request a reference letter from the previous employer.
8. The chair of the competition Committee announces the results and informs the candidates. This information will include justification with a reference to candidates' strengths and weaknesses. Submitted documents will be sent back to candidates.

IX) Prospects for professional development

- opportunities for promotion to a lecturer and senior lecturer positions,
- opportunities to participate in international projects,
- development of qualification through participation in conferences and workshops.

RODO Information Clause :

Pursuant to Article 13 of the General Data Protection Regulation of 27 April 2016. (Official Journal of the EU L 119 of 04.05.2016) we inform that:

1. The controller of your personal data is Adam Mickiewicz University, Poznań with the official seat: ul. Henryka Wieniawskiego 1, 61 - 712 Poznań.
2. The personal data controller has appointed a Data Protection Officer overseeing the correctness of the processing of personal data, who can be contacted via e-mail: iod@amu.edu.pl.
3. The purpose of processing your personal data is to carry out the recruitment process for the indicated job position.
4. The legal basis for the processing of your personal data is Article 6(1)(a) of the General Data Protection Regulation of 27 April 2016 and the Labour Code of 26 June 1974. (Journal of Laws of 1998 N21, item 94 as amended).
5. Your personal data will be stored for a period of 6 months from the end of the recruitment process.
6. Your personal data will not be made available to other entities, with the exception of entities authorized by law. Access to your data will be given to persons authorized by the Controller to process them in the performance of their duties.
7. You have the right to access your data and, subject to the law, the right to rectification, erasure, restriction of processing, the right to data portability, the right to object to processing, the right to withdraw consent at any time.
8. You have the right to lodge a complaint to the supervisory authority - the Chairman of the Office for Personal Data Protection, ul.Stawki 2, 00 - 193 Warsaw.
9. Providing personal data is mandatory under the law, otherwise it is voluntary.
10. Your personal data will not be processed by automated means and will not be subject to profiling.