



Assistant in the group of research and teaching staff, Faculty of Organization and Management, Institute of Management/Division of Supply Chain 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 the candidate to provide the following:

- Completed master's studies in management, logistics or related subjects;
- Research interests focused on issues of logistics, production, management, information technologies, business simulations
- 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 concerns a position in the Division of Supply Chain Management at the Institute of Management in the Faculty of Organization and Management of the University of Łódź. Full-time position. The job is expected to start in October 2025.

3. Description of the expected responsibilities and duties.

A person employed as an assistant in the group of the research and teaching staff will be required to conduct research in the discipline of management and quality studies, present them, publish the results, and conduct, ongoing reporting in this regard, resulting from the university regulations.

The scope of tasks also includes conducting classes, preparing required materials, and participating in other didactic activities indicated by the Head of the Institute or resulting from internal regulations. The employee's duties also include organizational current works, and activities related to the operations of the University.

4. List of the required documents:

- 1) application for employment to the Rector of Lodz University of Technology;



Politechnika Łódzka

- 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) list of scientific achievements (articles and completed research grants, especially those financed from external sources);
- 6) true copies/copies of diplomas;
- 7) 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 30.04.2025 in electronic version. Please send documents and scans to the e-mail address: deanmngmt@adm.p.lodz.pl

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. Alicja Musiał-Paczkowska, 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: May – June 2025.



**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
- 4. Education (where required for specific duties or jobs)

.....
(name of school and graduation date)

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

- 5. Professional qualifications (where required for specific duties or jobs)

.....
(courses, postgraduate education, other forms of further development of knowledge and skills)

- 6. Employment history (where required for specific duties or jobs)

.....
(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

.....
(place and date)

.....
(signature of the applicant)



Information clause for employment candidates

In accordance with 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 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) OJ L 119, p. please be informed that:

1. The controller of the data is Lodz University of Technology with its seat in Łódź, at. ul. Żeromskiego 116, Tax Identification Number (NIP): 727-002-18-95, tel. +48 42 631 29 29 represented by the Rector.
2. The Data Protection Officer has been appointed at TUL (contact details: e-mail: iod@adm.p.lodz.pl, phone number: 42 631 20 39).
3. Your personal data to the extent indicated in the employment legislation will be processed for the purpose of the current recruitment procedure (Art. 6(1)(b) GDPR), while other data, including contact data, will be processed on the basis of consent (Art. 6(1)(a) GDPR), which can be revoked at any time.
4. Lodz University of Technology will process your personal data, also in subsequent staff recruitment, if you give your consent (Art. 6(1)(a) GDPR), which can be revoked at any time.
5. If the documents contain the data referred to in Article 9(1) of the GDPR, your consent to their processing will be required (Article 9(2)(a) of the GDPR), which can be revoked at any time. Labour law provisions: Article 22 of the Polish Labour Code and §1 of the Regulation of the Minister of Family, Labour and Social Policy of 10 December 2018 on employee records.
6. Personal data will be disclosed to persons acting under the authority of the controller and having access to personal data, processing them only on the controller's instructions, unless required by European Union or Member State law.
7. Data retention period: Your data collected in the current recruitment process will be stored until the end of the recruitment process. If you have given your consent to the use of your personal data for future recruitment, your data will be used until the end of the calendar year in which the recruitment process for which your application was submitted has ended.
8. You are the holder of the following entitlements:
 - 1) the right to access your data and to receive a copy of it
 - 2) the right to rectify (amend) your personal data;
 - 3) the right to restrict the processing of your personal data;
 - 4) the right to erasure of your personal data;
 - 5) the right to lodge a complaint with the President of the Office for Personal Data Protection (to the address of the Office for Personal Data Protection, ul. Stawki 2, 00 - 193 Warsaw)
9. Information on the requirement to provide data: Your provision of personal data in the scope resulting from Article 22¹ of the Polish Labour Code is necessary to participate in the recruitment procedure. Your provision of other data is voluntary.

.....
(signature of candidate for employment)



Candidate's consent to personal data processing under Article 7 GDPR

I consent to the processing of my personal data for the purpose and to the extent necessary to carry out the recruitment for the job in accordance with 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), publ. Official Journal of the EU L No. 119, p. 1. Consent is voluntary. Failure to give consent entails the inability to participate in the recruitment process. Consent may be withdrawn at any time, but without affecting the legality of the processing of personal data carried out on the basis of consent before its withdrawal.

.....
(date and signature of applicant)

* delete as appropriate