

NOTICES CONCERNING RECRUITMENT FOR A JOB - ACADEMIC TEACHER

REFERENTION NUMBER: WML-ASd-1-21

INSTITUTION: Military University of Technology

Faculty of Mechatronics, Armament and Aerospace of the

CITY: Warsaw

POSITION: assistant

IN THE GROUP OF EMPLOYEES: didactic

DIMENSION-TIME: full

EMPLOYMENT FROM: 1 October 2021

TENDER SUBMISSION DEADLINE: August 27, 2021

WEBSITE: <https://wml.wat.edu.pl/index.php/instytut-techniki-lotniczej/zal.html>

I. Expected scope of duties:

- 1) conducting auditorium and laboratory exercises and providing consultations in accordance with the applicable plans and schedules for the education of higher education, doctoral studies, postgraduate studies and training courses,
- 2) development of information sheets for items assigned for implementation,
- 3) developing the content of detailed auditorium and laboratory exercises in the subjects assigned for implementation,
- 4) preparation of teaching aids, in particular albums, slides and computer presentations as well as instructions for auditorium and laboratory exercises for the subjects assigned for implementation,
- 5) analysis of the numerical condition, usefulness and availability of library collections of literature indicated in the subject information sheets assigned for implementation,
- 6) designing, constructing and producing elements of laboratory workstations securing the didactic process within the subject (s) assigned for implementation,
- 7) initiating the process of modernization of laboratory stations in terms of tasks resulting from the implementation of the didactic process,
- 8) monitoring the technical condition of laboratory stands and preparing them for use within the subject (s) assigned for implementation,
- 9) conducting tests, tests and other control and verification activities,
- 10) timely execution of class record cards and reports from conducted classes,
- 11) acting as a tutor of the student internship,

- 12) taking care of the activities of sections or circles of students' scientific interests,
- 13) conducting scientific research as part of statutory research and own research, including, in particular, supporting teaching,
- 14) participation in the preparation of reports on the implementation of statutory and own research works,
- 15) developing scientific creativity and improving one's own qualifications,
- 16) participating in organizational work for the teaching process and research,
- 17) participation in the work of task forces appointed to carry out expert opinions, assessments, opinions and analyzes for the benefit of the country's defense,
- 18) participating in conferences, symposia and scientific seminars,
- 19) active participation in projects aimed at the development of the teaching and research base,
- 20) ensuring that the property of the Avionics Institute is properly secured against destruction, devastation and theft,
- 21) implementation of the orders of:
 - the Head of the Department in the scope related to the functioning of the Department of Avionics,
 - the Head of the Laboratory in the scope related to the functioning of the Laboratory of the Department of Avionics.

II. Requirements from the candidate:

- 1) good knowledge of polish and english;
- 2) the ability of teaching in polish;
- 3) meeting the requirements defined in the article 113 of the Act issued in July 20, 2018 Act of Higher Education and Science (Dz.U.2020.85 t.j.);
- 4) professional title as master engineer with a specialization in avionics;
- 5) programming skills in languages C/C++, LabView, MATLAB;
- 6) knowledge of the data acquisition system and Real-Time platform (National Instruments myRIO);
- 7) knowledge of Altium Designer;
- 8) ability to design printed circuit boards;
- 9) ability to build and commission electronic circuits;
- 10) compatibility of interest with the didactic and scientific research profile of the Department of Avionics of the Institute of Aviation Technology MUT;
- 11) experience and aptitude for teaching in college with technical profile confirmed by the opinion of the manager of the department where the candidate used to work/intern;

- 12) the ability of analytical thinking, teamwork and availability (ability to perform work on Saturday and Sunday).

III. The application should include:

- 1) a cover letter,
- 2) candidate's CV,
- 3) declaration of no criminal record,
- 4) information clause for people applying for employment,
- 5) declaration of the person taking up employment,
- 6) personal questionnaire for the selected candidate,
- 7) a declaration of the primary workplace.
- 8) information about education,
- 9) declaration of having full legal capacity;
- 10) declaration on the exercise of full public rights.

The documents are available at:

<https://bip.wat.edu.pl/ogloszenia/praca/wzory-dokumentow-dla-kandydatow>

IV. Documents, in a sealed envelope with the reference number of the advertisement - WML-ASd-1-21, should be submitted by August 27, 2021:

- **in person:** to the Administrative and Technical Department, Faculty of Mechatronics, Armament and Aerospace MUT, 00-908 Warsaw, Gen. Sylwestra Kaliskiego2, building 63, room 30;
(on working days, in hours 8:00-15:00);
- **by post:** at the Military University of Technology, Faculty of Mechatronics, Armament and Aerospace, 00-908 Warsaw, Gen. Sylwestra Kaliskiego2.
(the date of receipt of documents by MUT is decisive)

Formal failures, that result in offer rejection: lack of set of the documents listed in point II.

V. Additional information can be obtained by telephone: 261 836 644.

The selected candidates will be interviewed.

Selected candidates will be informed about the date of the interviews by phone.

The University reserves the right to end recruitment without giving any reason.

The final decision to employ a person selected in the recruitment process is made by the Rector.

Offers that do not meet the formal requirements and all other offers, except for the offer of the selected candidate, will be destroyed within 30 days from the end of the recruitment process.

MUT does not provide accommodation.