UNIWERSYTET ŚLĄSKI
W KATOWICACH

Assistant in the group of teaching staff 62/2022/NA/SF

Location: Katowice
Reference Number.: 62/2022/NA/SF

RECTOR OF THE UNIVERSITY OF SILESIA IN KATOWICE

announces the open call for the position of **Assistant** in the group of **teaching staff**

Place of work: Krzysztof Kieślowski Film School, Institute of Film and Theatre Arts

Job location: ul. Św. Pawła 3, 40-008 Katowice

Number of available positions: 1

Key words: film and theatre, film and television directing, photography

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 (i.e., Journal of Law 2022 item 574).

KEY RESPONSIBILITIES:

- teaching classes in the 1st cycle and 2nd cycle studies for the following degree programmes: Film and Television Production, Film and Television Directing, Cinematography and Photography,
- realization of organizational duties in accordance with the Individual Assignment of Duties.

QUALIFICATION REQUIREMENTS:

- minimum MA in arts,
- experience in conducting research or in artistic activity in the discipline of film and theatre,
- command of English that allows for teaching classes,
- command of Polish that allows for conducting classes or readiness to learn Polish (in the case of foreign candidates),
- documented didactic achievements and achievements in popularization of science.

ADDITIONAL REQUIREMENTS:

- ability to operate software e.g. MS Office, Adobe Premiere Pro,
- presentation of letters of recommendation,
- presentation of the didactic development plan,
- experience/ readiness to work in an artistic team,
- readiness for the didactic mobility,
- readiness to share one's knowledge and experience with others,
- self-reliance and good work organization skills,
- proactive attitude and initiative.

WE OFFER:

- full time employment under the fixed period employment contract (4 years),
- employment at the University as a primary place of work,
- 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 360 hours,
- task-based working time,
- opportunity for further professional development,
- social benefits package,
- group life insurance for the University employees, their spouses/life partners and adult children,
- private medical care as a part of additional health insurance for the University employees, their spouses/life partners and children,
- ability to join the Occupational Pension Scheme and the group pension insurance POGODNA JESIEŃ.

REQUIRED DOCUMENTS:

- scientific resume (CV) and motivational letter,
- copies of documents confirming your qualifications (the M.A. diploma or equivalent degree diploma),
- other documentation defined in the open call requirements.

SCHEDULE OF THE CALL:

- application submission deadline: **14th of March 2023 (11.59 p.m.)**
- the selection process will be concluded by the: **14th of May 2023**

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".

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 University reserves the right to leave the call unresolved.

Apply

IMPORTANT INFORMATION:

The Selection Committee decides about the resolution of the open call or leaving the open call with no result. The final, binding decision on employment of the selected candidate belongs to the Rector.

The conditions necessary for the recruitment of the candidate selected in the selection proceedings are the fulfilment of the obligations arising from Section 265(4), (5), (13) of the Act – Law on Higher Education and Science of 20 July 2018 (i.e., Journal of Law 2022 item 574).

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 Section 120 of the Act – Law on Higher Education and Science of 20 July 2018 (Journal of Law of 2022 item 574), according to which an academic may have **only one** primary place of work at a time.

In the case of candidates whose diplomas on the award of a professional title/scientific degree/scientific title require authentication according to the law in force in the Republic of Poland, employment is possible only after completing the procedure of authentication of the diploma (nostrification).

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:

1. by post to: Bankowa 12, 40-007 Katowice
2. 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:

1. by post to: Bankowa 12, 40-007 Katowice
2. 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:

1. assess your qualifications, abilities and skills required for the position you are applying for,
2. 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):

1. 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.
2. 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.

3. 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;
4. fulfilling the legal obligation resting upon the controller, resulting from Article 22[1] 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.

5. "to comply with the legal obligation resting upon the controller, resulting, in particular, from the Act on Higher Education and Science, and implementing 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.

6. fulfilling the task executed in the public interest, resulting in particular from Article 11(1) of the Law on Higher Education and Science;
7. 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:

1. the right to withdraw your consent to data processing, see below;
2. the right of access to your personal data;
3. the right to demand the rectification of your personal data which are incorrect and supplementing incomplete personal data;
4. 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;
5. the right to demand a restriction of the processing of your personal data;
6. 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,
7. 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.
8. 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;
9. the right not to be subject only to automated decision making, including profiling
10. 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