

**Place of work:** Rzeszów

**Reference No.:** 2/2023/KNS/INP

**VICE – RECTOR FOR THE COLLEGE OF SOCIAL SCIENCES  
AT THE UNIVERSITY OF RZESZÓW**

announces open recruitment for the research and teaching position: **Assistant**.

**Place of work:** College of Social Sciences, Institute of Legal Science, Department of Administration Science

Workplace address: pl. Ofiar Getta 4-5, 35-068 Rzeszów

**Number of positions available:** 1

**Keywords:** legal science, administrative law, administration science, assistant, master, research

Candidates shall meet the requirements as described in the art.113 of the Regulation of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2022, item 574 as amended)

---

**MAIN OBLIGATIONS:**

- conducting supervised research in the discipline of legal sciences;
- teaching student groups law and administration;
- preparing scientific articles for peer-reviewed journals;
- dissemination of research results (conference participation, active promotion of science);
- preparing of grant applications;
- cooperation with socio-economic environment;
- administrative tasks connected with individual scientific and didactic work.

**REQUIREMENTS:**

- completed higher education in the field of legal science (professional degree - Master of Laws);
- the average grade from the course of studies and the grade of the diploma at least 4.5 each;
- current scientific achievements in the field of the legal sciences, in particular in the field of administrative law and administrative sciences, at least one scientific article published in peer-reviewed journal from the MEiN list, active participation in didactic and scientific conferences and also in the student's scientific club;

- the concept of dissertation in the field of administrative law and administrative science;
- fluent in spoken and written English at minimum B2 level, including the legal language;
- team work experience;
- fluent in spoken and written Polish (in the case of foreign candidates).

#### **ADDITIONAL REQUIREMENTS**

- having assumptions for scientific development (research fields);
- teaching experience;
- list of completed scientific internships;
- software skills, e.g. MS Office or related package;
- knowledge of procedures related to the preparation of applications for scientific grants (completed courses, training, qualifications);
- full availability.

#### **TERMS OF EMPLOYMENT:**

- full-time employment under a contract for a limited period;
- envisaged job starting date **October 1, 2023**;
- University of Rzeszów as first (primary) place of employment;
- remuneration in compliance with the 'Remuneration Regulations at the University of Rzeszów';
- opportunity for further professional development;
- work in a professional and friendly team;
- social benefits package;
- group life insurance for the employees of the University, their spouses/life partners and adult children.

#### **REQUIRED DOCUMENTS:**

- employment application addressed to the Rector of the University of Rzeszów;
- scientific curriculum vitae (CV);
- personal questionnaire;
- summary of professional accomplishments;
- information on scientific, didactic and organizational achievements;
- list of publications;
- the candidate's references provided by two Professors or Associate Professors;
- a written statement from the candidate that the University of Rzeszów will be his/her first (primary) place of employment (a downloadable form <https://www.ur.edu.pl/universytet/praca/current-job-offers/downloadable-forms>);
- a written statement from the candidate that he/she meets the conditions defined in art.113 of the Regulation of 20 July 2018 - Law on Higher Education and Science

(Journal of Laws 2022, item 574 as amended) (a downloadable form <https://www.ur.edu.pl/universytet/praca/current-job-offers/downloadable-forms>);

- certificate or information confirming the candidate's command of English;
- copies of documents confirming qualifications;
- other documents confirming relevant scientific achievements of the candidate.

### **RECRUITMENT SCHEDULE:**

Deadline for submitting applications: **24<sup>th</sup> of April 2023** ( 11:59 AM; CEST).

The recruitment process will be concluded within 30 days of the deadline for submitting applications.

### **APPLICATIONS:**

Submitting an application in response to the announcement is understood as acceptance of the clause of information RODO included in the application form.

Required documents shall be submitted electronically by means of the application form, available after clicking **APPLY**.

**Applications received after the deadline, incomplete forms or those submitted in any other way than as determined in the announcement, will not be considered.**

For further information, please contact the Secretariat of the Institute of Legal Studies

e-mail: [sekretariat.inp.cs@ur.edu.pl](mailto:sekretariat.inp.cs@ur.edu.pl)

**Apply:**

<https://system.erecruiter.pl/FormTemplates/RecruitmentForm.aspx?WebID=oa2faf8fc2f54472b71db81886137694>

### **IMPORTANT INFORMATION:**

A necessary condition for employing a candidate selected in an open recruitment process is their meeting the requirements determined in Art.113 of the Law of 20 July, 2018 on Higher Education and Science (Journal of Laws 2022, item 574 as amended), and the obligation resulting from Art.265 paragraphs 5 and 13 of the Law.

If applying for employment at the University of Rzeszów as the primary place of employment,, candidates who are employed at any other university as the primary place of employment, shall comply with the condition defined in art.120 of the Law of 20 July, 2018

on Higher Education and Science (Journal of Laws 2022, item 574 as amended) according to which an academic teacher may hold only one position at a time referenced to as the primary place of employment.

In the case of candidates coming from abroad, whose diplomas of awarding professional title/academic degree/ scientific title require by Polish law an official recognition, they will not be employed until the recognition procedures have been finalized.

**Until its deadline, the recruitment process may be ceased or annulled by the Rector without giving any justification. The decision to employ a candidate is made by the Rector. In justified cases, the Rector has the right not to employ the candidate selected in the recruitment process.**

**Recruitment results do not constitute grounds to raising any claims by the candidates against the UR, employment complaints, in particular.**

**Selection committee has the right to conduct an interview with the candidates.**

---

According to Art.13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 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), University of Rzeszów informs as follows:

1. The administrator of your personal data is the University of Rzeszów represented by Rector seated at Rejtana 16c, 35-959 Rzeszów.
2. Personal Data Administrator has appointed Inspector of Data Protection to supervise the accuracy of personal data processing. The Inspector may be contacted at: [iod@ur.edu.pl](mailto:iod@ur.edu.pl).
3. Your personal data shall be processed solely for the purpose of conducting open recruitment process.
4. The basis for data processing is your written consent to the processing of your personal data.
5. Providing the data is voluntary, however, necessary for conducting the process it has been collected for.
6. Your personal data shall not be disclosed to third parties, except as provided for by law.
7. Your personal data will be stored for 12 months.
8. You have the right to request access to your personal data and the right to:
  - rectify it,
  - erase it,
  - limit its processing,

- file an objection,
  - withdraw your consent at any given moment;
9. You have the right to file a complaint with a supervisory authority, the Chairman of Poland's Personal Data Protection Office if you consider that the processing of the personal data relating to you infringes the Regulation.

**LINKS:**

<https://www.ur.edu.pl/uniwersytet/aktualnosci>

<https://www.ur.edu.pl/kolegia/kolegium-nauk-przyrodniczych>

<https://www.ur.edu.pl/pracownik/hr4r-ur>

<https://www.ur.edu.pl/pracownik/hr4r-ur/otm---r>

<https://www.ur.edu.pl/uniwersytet/rowne-traktowanie/plan-rownosci-plci>

Rzeszów, 23<sup>th</sup> of February 2023