



UNIwersytet Jagielloński
w Krakowie

**The Jagiellonian University hereby announces a competition for the position of
administrative employee,
Communication Specialist
in the Małopolska Centre of Biotechnology (MCB)**

An exciting opportunity has become available for a new position at the Małopolska Centre of Biotechnology (MCB), Jagiellonian University, Kraków.

We are an international Centre within the Jagiellonian University focusing on research in life sciences. We are only eight years old, but in that time we have made a significant impact in world-class research and work that supports society. Indeed our researchers have been recognized with awards such as the NCN prize, Copernicus medal and the City of Krakow Prize in just the last 12 months. We regularly have television and radio approach us for comments and interviews.

We need is a communications officer who will be an integral part of the MCB and help us to communicate our research and our impact to society nationally and internationally. We are looking for someone with experience in different forms of communications from social media, traditional media such as radio and television, all forms of written communications and improving and maintaining our institute website. Experience in personal communication during fairs / shows / meetings / presentations will be of advantage. The job will require you to work with the central university press office and to follow the University strategy for communication and then help us by working with the leadership team and our researchers to communicate our science to the world-wide community, primarily in writing and occasionally in person. This job will also require supporting communications internal to the Centre such as preparation of annual reports.

Essential requirements

- Education – Masters level
- Excellence in spoken and written Polish and English
- Demonstrated experience in use of all forms of social media to communicate key concepts
- Demonstrated experience of web design and management and maintenance
- Experience of promotional written documents
- Excellent interpersonal skills
- Can-do attitude and finding/creating solutions to problems

Preferred skills

- Training in life-science and/or media studies
Working in areas such as trade shows/meetings/fairs

Required qualities:

- high personal culture
- communication skills
- ability to think analytically
- good organisation of own work
- ability to work in a team
- responsibility
- excellent interpersonal skills

Specific job role duties in the first instance:

Working with the leadership team, researchers and core service providers to update, modify and maintain the institute web page. Support the preparation of research group subpages. Publicizing our Centre successes on social media, traditional media and where appropriate working with news agencies and at public presentations. Advertising job positions at the Centre. Generating and maintaining the MCB organogram and helping intra-institute communication. Finding new ways to communicate our University and Centre mission. Taking leadership and helping the Centre to prepare the annual report. Working with the University Press office to ensure consistency in communication style.

Interested persons are requested to submit their CV (stating the track record of their professional work) together with documents confirming the fulfillment of the above mentioned requirements to the **MCB address: ul. Gronostajowa 7A, 30-387 Kraków** from 8:00 to 16:00, Monday to Friday.

Please read the "information on the processing of personal data".

Documents must be submitted by **11 February 2022, 16:00**

The Jagiellonian University reserves the right to contact only selected candidates and the right to notify only the selected candidate of the decision to fill the position.

The submitted documents can be collected from March 1, 2022 to March 11, 2022.
After this date, unclaimed documents will be destroyed by the commission.

Additional information can be obtained at: 12 663 6334

Personal data processing information for job applicants

According to Article 13 of the 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 – hereinafter GDPR), the Jagiellonian University informs that:

1. The Administrator of your personal data is the Jagiellonian University with its registered office in Gołębia 24, 31-007 Kraków, represented by the Rector of UJ.
2. The Jagiellonian University appointed the Data Protection Officer www.iod.uj.edu.pl, Gołębia 24, 30-007 Kraków. The Officer can be contacted by email: iod@uj.edu.pl or at the telephone number 12 663 12 25.
3. Your personal data will be processed in order to:
 - a. conduct recruitment process for the position specified in the advertisement Communication Specialist – as part of the legal obligation of the Administrator pursuant to Art. 6 (1) lit c of the GDPR in connection with the Polish Labour Code;
 - b. conduct recruitment process for the position specified in the advertisement Communication Specialist based on your consent pursuant to Art. 6 (1) lit a of the GDPR – your consent is granted by the clear action of submitting your CV with the Administrator. The consent to the processing of personal data concerns data that you voluntarily provide as part of your CV, which do not result from Polish Labour Code.
4. The obligation to provide your personal data results from the law (it applies to personal data processed under Article 6 (1) lit c of the GDPR). Failure to provide you personal data will result in your inability to take part in the recruitment process. Submission of personal data processed on the basis of consent (Article 6 (1) lit a of the GDPR) is voluntary.
5. Your data will be processed during the recruitment period. In the event of not concluding the contract with you, your data will be deleted after the recruitment process.
6. You have the right of access to the content of your personal data, as well as the right to correct, delete, restrict processing, transfer, object to processing – on the terms and conditions set out in the GDPR.
7. If the processing is based on consent, you have the right to withdraw the consent at any time, which shall not affect the lawfulness of processing based on the consent given before the withdrawal. Withdrawal of consent to the processing of personal data can be sent by e-mail to: mcb@uj.edu.pl or by post to the following address: **Małopolska Centre of Biotechnology ul. Gronostajowa 7A, 30-387 Kraków**, or you can withdraw your consent in person at **Małopolska Centre of Biotechnology ul. Gronostajowa 7A, 30-387 Kraków**.
8. Your personal data will not be subject to automated decision making or profiling.
9. You have the right to lodge a complaint with the Inspector General for the Protection of Personal Data, if you feel that the processing of your personal data violates the GDPR regulations.