

Jagiellonian University in Kraków promotes cooperation and cares for a good atmosphere based on mutual trust. It implements the strategy resulting from The Human Resources Strategy for Researchers, creating stable conditions for employment as well as the development of academic career, which resulted in the award of the HR Excellence in Research by the European Commission

INFORMATION ON SELECTION PROCEDURE

Date of selection procedure announcement Krakow, 29.05.2024

Selection procedure information number given by the Centre for Human Resources	1227.1101.170.2024
Dean of the faculty	dr hab. Władysław Witalisz, prof. UJ Dean of the Faculty of Philology
Address	Gołębia 24, 31-007 Kraków

RECTOR

of the Jagiellonian University

announces a selection procedure for the position of an

ASSISTANT

Group of employees	Research staff
JU organisational unit (place of work performance)	Faculty of Philology.
Field of science	Humanities
Discipline	Literature, linguistics, history, philosophy, arts studies, culture and religion studies
Scope	Cataloging and researching manuscripts from the Autograph Collection in the Berlin Collection at the Jagiellonian Library, metadata management and support for digitization processes.
Number of posts	1
Type of employment	contract of employment
Working time	Full time
Planned duration of employment	27 months
Expected date of employment commencement	IV quarter 2024

Remuneration	according to the Rules for Remunerating Jagiellonian University Employees
Requirements	<p>The selection procedure is open for all individuals, who meet the requirements set out in Articles 113 and 116.2.4) of the Act of 20 July 2018 – Law on Higher Education and Science, and who meet the following eligibility criteria according to § 166 of the Statute of the Jagiellonian University:</p> <ul style="list-style-type: none"> • holding at least a Master's degree, Master of Science degree or an equivalent degree; • exhibiting aptitude for research work.
Additional requirements and expectations	<ol style="list-style-type: none"> 1. Preliminary academic record of research on German literature/history/philosophy/culture of the 18th and/or 19th centuries. 2. Experience in the field of Digital Humanities. 3. Experience in working on manuscripts. 4. Knowledge of the German language, including "Kurrenta". 5. Ability to work collaboratively in a group.
Project Title	"European Heritage in the Jagiellonian Library: Digital Authoring of the Berlin Collections"
Project description	<p>The Autograph Collection (Sammlung Autographa) contains rare and unique materials that are fundamental to European culture and the humanities. It consists of the original manuscripts of many eminent persons who played a key role in European culture, literature and science. We find here thousands of handwritten monuments, only some of which have been thoroughly researched so far, and some of them have not even been identified. These are mainly letters, but also original literary and scientific works written by their authors.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Cataloguing and research of the Autograph Collection (handwritten objects from all over Europe in various languages, mainly German;): identification of texts, authors, dating of the manuscripts, identification of the place of origin; preparing manuscripts for the digitisation process and research with artificial intelligence tools. • Creation of a research platform to integrate past and new research on collections from the former Prussian State Library conducted within and beyond the Jagiellonian University in Kraków. <p>The results of the project will serve as a starting point for further detailed research on the culturally most important parts of the Autograph Collection. In addition, the research methods developed in the project can be adapted to the research of any other manuscript collections.</p>
Scope of duties	<p>according to the Work Regulations of the Jagiellonian University Annex 1 to the Work Regulations of the Jagiellonian University – Model scopes of responsibilities and duties of academic teachers</p> <ol style="list-style-type: none"> 1. Metadata management (Autograph Collection) 2. Support of digitization processes (cooperation with the Jagiellonian Digital Library) 3. Cataloguing and researching manuscripts from the Autograph Collection housed at the Jagiellonian Library 4. Applying for grants from external sources and preparing scientific articles for high-scoring journals.
We offer	<ul style="list-style-type: none"> • stable employment based on an employment contract at the renowned university, • cooperation with the interdisciplinary academic community represented by well-known scientists, • scientific support as well as the possibility of qualifications improvement and professional development, • access to research infrastructure, • benefits in the form of i.a. Multisport card, sports activities, medical packages, group insurance, • additional social benefits.

Required application documents	<ol style="list-style-type: none"> 1. resume, 2. personal questionnaire filled in by the candidate, 3. copy of the master's diploma or a doctoral diploma, if applicable, 4. information on the candidate's scientific, teaching and organisational achievements, 5. declaration of the candidate, confirming that the Jagiellonian University will be their primary place of work, should they be selected in the selection procedure, 6. statement under Article 113 of the Law on higher education and science, 7. statement on acknowledging and accepting the rules and regulations concerning intellectual property management and commercialisation in force at the Jagiellonian University. <p>Declaration forms (no. 5-7) and personal questionnaire template (no. 2) can be obtained at: https://cso.uj.edu.pl/en_GB/konkursy</p>
Additional application documents	<ol style="list-style-type: none"> 1. list of publications (along with the respective publishing houses and the number of pages), if any, 2. recommendation concerning the candidate's predisposition to work as an academic teacher and research work, including the results of student surveys and evaluations, if the candidate was subject to such evaluation.
The course of selection procedure	<p>The first stage of the selection procedure is the formal assessment of the submitted documents. Applications which meet all formal requirements are the subject of substantive assessment, during which an interview with the Candidate may be conducted (directly or via electronic communication channels), upon settling the date of the interview with the Candidate. The Candidate has the right to appeal against the negative assessment by the selection board within 7 days from receiving the information about the results of the assessment. The selection procedure is conducted in accordance with The Policy of Open, Transparent and Merit-Based Recruitment Process at the Jagiellonian University</p>
Form of submission	<p>by e-mail to the address: irena.stawowy@uj.edu.pl, title: [Konkurs Projekt Flagowy]</p> <p>by mail to: Dziekanat Wydziału Filologicznego, Gołębia 24, 31-007 Kraków with the note: „Konkurs Projekt Flagowy”</p>
Deadline for submission of applications	04.07.2024
Expected date of the selection procedure settlement	30.09.2024
Method of communicating of the results of the selection procedure	by e-mail
Questions	For further information please contact Dr. Jadwiga Kita-Huber, e-mail address: jadwiga.kita-huber@uj.edu.pl

In the selection procedure, the Jagiellonian University follows the principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. Jagiellonian University does not provide housing.

On behalf of
the Rector of the Jagiellonian University
Dean of the Faculty of Philology
dr hab. Władysław Witalisz, prof. UJ

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 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 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: irena.stawowy@uj.edu.pl or by post to the following address: Wydział Filologiczny UJ, ul. Gołębia 24, 31-007 Kraków, or you can withdraw your consent in person at Dean's Office of the Faculty of Philology of the Jagiellonian University in Krakow.
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.