

Welcome Point is looking for a Candidate to work full-time in the forming branch of the Welcome Point at the Faculty of Economic Sciences.

The recruitment is carried out as part of the Program by Polish National Agency for Academic Exchange Welcome to Poland, Project “Let’s make together economics in Warsaw”, agreement no. PPI/WTP/2020/1/00063/U/00001.

Number of positions: 1

A fixed-term job offer, until 31st May 2023, with the possibility of further employment

Job description:

- support for International Students, PhD Students and Employees coming for the Faculty of Economic Sciences, University of Warsaw
- cooperation with other units of the University of Warsaw on admitting new international employees
- updating and preparing information for the website and social media
- active support for activities carried out to internationalize and improve the quality of service for foreigners studying and working at the Faculty
- organizing information events and meetings for employees and international students

Employee requirements and profile:

- university degree
- knowledge of English at least on B2 level
- fluent knowledge of Polish
- proficiency in MS Office
- ability to work in an international environment and be sensitive to cultural differences
- good work organisation and time management
- good communication and interpersonal skills, openness, involvement
- autonomy and critical thinking skills

Additional advantages:

- knowledge of second foreign language
- good knowledge of the higher education sector and the organizational structure of the University of Warsaw
- knowledge of the law on legalization of stay, studying and employment of foreigners

Provided:

- full-time employment contract from August 2021
- employment for the duration of the project, i.e. until the end of May 2023, with the possibility of further employment



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Europejski Fundusz Społeczny



- attractive employment conditions and opportunities for development within the University's offer
- contact with international community
- possibility of participation in trainings and international training trips

Please send your CV, letter of motivation and information clause to:

welcomepoint@wne.uw.edu.pl. The closing date for the submission of applications is 11 July 2021.

The interviews with the selected candidates will be held in July 2021.

.....
given and family name

Information on personal data processing

Controller

Controller of your personal data processed in connection with the recruitment process is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, as the Employer.

Contact with the controller:

- by traditional mail at: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (name the organizational unit to which your letter is addressed);
- by phone: 22 55 20 355.

Data Protection Officer (DPO)

Controller has designated Data Protection Officer whom you may contact via email at iod@adm.uw.edu.pl. You may contact the DPO in all matters relating to your personal data processing by the University of Warsaw and the exercise of rights in relation to the processing of personal data.

The DPO, however, does not proceed other matters, like handling recruitment procedures, collecting recruitment documents, providing information on current recruitment process.

Purpose and legal grounds of data processing

Personal data of candidates for employment shall be processed for recruitment purposes only.

Your personal data shall be processed in the scope as indicated by employment law¹ (*given name (names) and family name, date of birth, contact information as provided, education, professional*

¹ Art. 22¹ of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes);

qualifications, previous employment) for the purposes of this recruitment process², whereas other data³ shall be processed based on your consent which may take the following wording:

I agree to the processing of personal data provided in (e.g. CV, cover letter, and other submitted documents) by the University of Warsaw for realising my recruitment process.

If your documents include data as mentioned in Art. 9 section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data⁴ which may take the following wording:

I agree to the processing of special categories of personal data, as mentioned in Art. 9 section 1 of the GDPR, provided in (e.g. CV, cover letter, and other submitted documents) by the University of Warsaw for realising my recruitment process.

The University of Warsaw shall be also processing your personal data in future recruitment processes upon your consent⁵ which may take the following wording:

I consent to processing of my personal data for the purposes of any future recruitment processes at the University of Warsaw for the period of the next nine months.

*You may revoke all such consents at any time by, for example, sending an email at **welcomepoint@wne.uw.edu.pl** (email address due for the recruitment process).*

Be advised that the revocation of your consent does not affect legal compliance of processing which had been completed upon consent before its revocation.⁶

² Art. 6 section 1 letter b of the Regulation of the European Parliament and the Council (EU) 2016/679 of April 27, 2016 on protection of individual persons with regard to the personal data processing and on the free flow of such data, and also repealing Directive 95/46/EC (general regulation on data protection) (Official Journal EU L 119 of 04.05.2016, page 1, with subsequent changes) (hereinafter as the GDPR);

³ Art. 6 section 1 letter a of the GDPR;

⁴ Art. 9 section 2 letter a GDPR;

⁵ Art. 6 section 1 letter a GDPR;

⁶ Art. 7 section 3 GDPR;

Data retention period

Your personal data collected in this recruitment process shall be stored over the period of three months from the date the recruitment process is completed.

In case you agree to process your data in future recruitments, your data shall be used over the period of nine months.

Data recipients

Officers authorized by the Controller shall have access to your personal data, the processing of which is in the scope of their duties.

Recipients of personal data may be other subjects obligated by the Controller to provide specific services involving data processing.

Data transfer outside the European Economic Area (EEA)

Your personal data shall be disclosed to subjects authorized by law. Signing-in is through Google Forms. Your personal data may be also processed by our provider of G-Suit for education by Google Company in their data processing centres.⁷

Rights of the data subject

Under the GDPR data subjects have the following rights:

- *to access data and to receive copies of the actual data;*
- *to correct (rectify) your personal data;*
- *to restrict processing of personal data;*
- *to erase personal data, subject to provisions of Art. 17 section 3 of the GDPR;*
- *to file a claim with the President of the Personal Data Protection Office, if you believe data processing violates law.*

Information on the requirement to provide data

Providing your personal data in the scope resulting from law is necessary to participate in the recruitment process. Providing other personal data is voluntary.

.....
place and date

.....
applicant's signature

⁷ <https://www.google.com/about/datacenters/inside/locations/index.html>