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**The University of Warsaw invites students, PhD students, and graduates to work as Welcome Point (Office of Academic and Student Affairs) team members.**

**Job description:**

- assistance to international students, scholars, and researchers coming to the University of Warsaw,
- cooperation with other University units in matters regarding international students and staff,
- providing basic information about the activity of the University of Warsaw, distribution of informational and promotional materials; inviting to the University events.

**Candidate profile:**

- the offer is directed to the students, doctoral degree students, and alumni of the University of Warsaw,
- high command of English (at least B2 level),
- for international candidates, Polish on the communicative level,
- knowledge of another foreign language as an additional asset,
- ability to work in an international environment and good understanding of cultural diversity,
- very good organisational and time management skills,
- excellent communication skills,
- ability to work in a team, engagement, and enthusiasm.

**We offer:**

- work between mid-September and the end of October 2026,
- civil contract with 10-20 hours of work a week,
- contact with students from various countries and cultures.

Candidates meeting the above-mentioned requirements and interested in cooperation are asked to e-mail their CV and cover letter (in English or Polish) to [k.basisty@uw.edu.pl](mailto:k.basisty@uw.edu.pl) by **12<sup>th</sup> of August 2026**. Selected candidates will be invited for interviews at the end of August. To allow us to process your data, please include in your application the signed information on the personal data processing, available below and at: [TO DOWNLOAD - Biuro spraw pracowniczych UW](#)

*The action is co-funded by the "Welcome Point – Expanding Horizons" project within the Welcome to Poland 2024 programme by the Polish National Agency for Academic Exchange.*



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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](mailto: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 law<sup>1</sup> (*given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment*) for the purposes of this recruitment process<sup>2</sup>, whereas other data<sup>3</sup> 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.*

<sup>1</sup> Art. 22<sup>1</sup> of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes);

<sup>2</sup> 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);

<sup>3</sup> Art. 6 section 1 letter a of the GDPR;



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 data<sup>4</sup> 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 consent<sup>5</sup> 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 ..... (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.<sup>6</sup>*

#### **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, like

.....  
*(name all recipients of data)*

#### **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.<sup>7</sup> Your data shall be protected

<sup>4</sup> Art. 9 section 2 letter a GDPR;

<sup>5</sup> Art. 6 section 1 letter a GDPR;

<sup>6</sup> Art. 7 section 3 GDPR;

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

under the standards of the Privacy Shield, accepted by the European Commission.<sup>8</sup> This shall guarantee an adequate level of data security.

### **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

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<sup>8</sup> <https://www.privacyshield.gov>