

Place of work: Rzeszów
Reference no.: WMED 116/2025

**DEAN OF THE FACULTY OF FACULTY OF MEDICINE
OF THE UNIVERSITY OF RZESZÓW**

announces an open recruitment procedure for the position of **assistant** in the group of **teaching staff**.

Organizational unit of the University of Rzeszów: Medical College, Faculty of Medicine, Department of Normal and Clinical Anatomy

Place of work: ul. Warzywna 1a, 35-310 Rzeszów

number of positions available: 1

keywords: medicine, anatomy, assistant, didactics

The recruitment procedure is open to persons who meet the conditions set out in Article 113 of the *Act of 20 July 2018. Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended)*.

MAIN OBLIGATIONS:

- conducting didactic classes in normal and clinical anatomy for students of the University of Rzeszów in study programs taught in Polish and English
- conducting classes in the subject of Anatomy for Erasmus+ students
- archiving scientific and teaching documentation
- operation of laboratory equipment to the extent necessary to carry out the teaching process
- preparing teaching materials and updating them for classes
- preparing classes, monitoring the use of materials and reagents, and fulfilling orders for consumables necessary to conduct classes
- improvement of working methods and continuous improvement of professional qualifications
- active participation in the scientific activities of the Department of Normal and Clinical Anatomy resulting in scientific publications in accordance with the regulations
- participation in scientific, research and organizational work of Faculty of Medicine
- dissemination of research results (participation in scientific conferences, activities popularizing science)
- carrying out administrative tasks related to the scientific, teaching and organisational activities of the University of Rzeszów
- cooperation with the socio-economic environment
- participation in campaigns promoting health, first aid and fields of education at Faculty of Medicine

REQUIREMENTS:

- qualifications and predispositions for teaching
- ability to work in a team
- very good knowledge of English
- ability to use basic computer software

ADDITIONAL REQUIREMENTS:

- experience in teaching work

TERMS OF EMPLOYMENT:

- full-time employment under a contract for a limited period
- envisaged job starting date: 1.10.2025
- 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 under-aged children

REQUIRED DOCUMENTS:

- application for employment to the Rector of the University of Rzeszów
- scientific curriculum vitae (CV)
- personal questionnaire
- self-reference
- information about research, teaching and organizational achievements
- publications list
- 2 opinions of professors or habilitated doctors about the candidate
- candidate's statement that University of Rzeszów will be his/her primary place of work
- candidate's declaration on meeting the conditions under Article 113 of the Act of 20 July 2018. Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended)
- candidate's declaration of no criminal record for offences specified in Chapters XIX and XXV of the Penal Code, in Articles 189a and 207 of the Penal Code and in the Act of 29 July 2005 on Counteracting Drug Addiction (Journal of Laws of 2023, item 1939, as amended), or for the corresponding offences specified in the provisions of foreign law
- submission after the results of the competition:
 - 1) information from the National Criminal Register in the scope of offences specified in Chapters XIX and XXV of the Penal Code, in Article 189a and Article 207 of the Penal Code and in the Act of 29 July 2005 on Counteracting Drug Addiction (Journal of Laws of 2023, item 1939, as amended), or for the corresponding offences specified in the provisions of foreign law – **applies to a Polish citizen and a foreigner;**
 - 2) information from the criminal register of the country of citizenship obtained for the purposes of professional or voluntary activity related to contact with children – **applies to foreigners;**
 - 3) a statement on the country or countries in which he/she has resided in the last 20 years, other

than the Republic of Poland and the country of citizenship, and at the same time information from the criminal records of these countries obtained for the purposes of professional or voluntary activity related to contacts with children – **applies to both a Polish citizen and a foreigner**

- certification or information on the level of English language proficiency
- copies of documents confirming qualifications held (PhD diploma (or certificate confirming the conferral of the degree) and a Master's diploma or an equivalent qualification)
- other documents confirming achievements in scientific or didactic work listed in the open recruitment
- license to practise profession – if applicable

RECRUITMENT SCHEDULE:

The deadline for submitting applications is on: **26.08.2025** (13:00; CET/CEST time). The results of the competition shall be announced within 30 days from the closing date of the application process.

APPLICATION:

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, shall not be considered.

For more information, please contact the Secretariat of the Faculty of Medicine, e-mail: wmed@ur.edu.pl, tel.: 17 851 6886

APPLY:

<https://system.erecruiter.pl/FormTemplates/RecruitmentForm.aspx?WebID=b40145e71eb54574925a9a5a1494b823>

IMPORTANT INFORMATION:

A prerequisite for the employment of a candidate selected in an open recruitment is that the candidate meets the requirements set out in Article 113 and Article 118 of the Law on Higher Education and Science of 20 July 2018 (i.e. Journal of Laws of 2024, item 1571, as amended), as well as the obligation under Article 265(5) and (13) of the Act.

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 2024, item 1571 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 University of Rzeszów, 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.
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/pl/uniwersytet/aktualnosci>

<https://www.ur.edu.pl/pl/collegium-medicum-2/collegium-medicum/jednostki/wydzial-medyczny>

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

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

Rzeszów, 28.07. 2025 r.