



JAGIELLONIAN UNIVERSITY
IN KRAKÓW

INFORMATION OF THE COMPETITION

**DIRECTOR
OF MAŁOPOLSKA CENTER OF
BIOTECHNOLOGY**

Address: Gronostajowa 7A,
30-387 Krakow
Phone no. / fax.: 12 663 53 69

14.02.2020, Krakow

**DIRECTOR
of Malopolska Center of Biotechnology
in Jagiellonian University**
announces competition for the position of
ADMINISTRATIVE STAFF / LABORATORY MANAGER

in the Bionanoscience and Biochemistry Laboratory (Azuma group)

We are now recruiting an administrative staff / laboratory manager in our research team that conducting scientific projects in the field of protein engineering. You will be part of a start-up research group led by Dr. Yusuke Azuma (<http://www.heddlelab.org/Azuma.html>). Your tasks in this position include administrative works for implementation of a research project supported by European Molecular Biology Organization (EMBO), as well as other laboratory management for the team members. The Azuma group bases in the partner laboratory of prof. Jonathan Heddle (www.heddlelab.org), located at a newly established institute of the Małopolska Center of Biotechnology in the beautiful city of Krakow, Poland.

Who Can Apply:

This administrative staff post is for a person who fulfils requirements stated in the Article 113, 116 (2) (4) of the Act of 20th July 2018 Law on higher education and science of Poland.

More specific criteria to perform the tasks and to join the research team are the following:

- be able to work for 3 (at least 2) days/week (to get total 18h/week)
- ready to accommodate yourself in an international group of people
- willing to learn the university internal rules
- good communication skill in both Polish and English

Additionally, the followings are advantage (but not required):

- work experience in the Jagiellonian University administration
- good IT knowledge to maintain our media sources
- potential to increase work time in the future

Scope of work:

- Ordering research materials, keeping the track, and proceeding the payment
- Organization of business trips for laboratory members (e.g. flight booking)
- Management of group schedules (e.g. meeting)
- Simple works for laboratory maintenance (e.g. teaching new members about our general administrative rules)
- Other project related works, depending on skills (e.g. website creation and maintenance)

Our offer:

- part time job (18 hours/week) with a monthly gross remuneration in the range of 2,000-2,500 PLN, later upgradable up to ~3,700 PLN/month (gross) while increasing work time
- flexible working time and day
- additions to winter and summer holidays
- social benefits from JU social department (discounted trips, theatres tickets, Multi Sport card)

How to Apply:

Send applications (as a single PDF file, written in English and using at least 11 pt font size) directly to the project leader, Yusuke Azuma (yusuke.azuma@uj.edu.pl). Applications should be marked “EMBO_Adm” and include the followings:

- A. Motivation letter, including how and why you can contribute the research group
- B. Curriculum vitae, including your work experience and skills for administration work

Important Dates:

Competition commencement date: **14 February 2020**

Applications deadline: **22nd March 2020**

The starting date: **1st May 2020**, or as soon as possible thereafter

Should you have any questions about the criteria and application, please contact to yusuke.azuma@uj.edu.pl. Jagiellonian University does not provide housing.

On the basis of authorisation
of the Director of Małopolska Centre of Biotechnology