**FORM FOR EMPLOYERS**

INSTITUTION: University of Bielsko-Biala (UBB)

CITY: Bielsko-Biała

POSITION: research and teaching assistant

DISCIPLINE: civil engineering, geodesy and transport

POSTED: **14.04.2025**

EXPIRES: **13.05.2025**

WEBSITE: <https://oferty-pracy.ubb.edu.pl/>

KEY WORDS: assistant, transport, logistics

DESCRIPTION (field, expectations, comments):

1. a master's degree in transport, logistics, or a related field,
2. knowledge of logistics and freight forwarding,
3. willingness to develop expertise in selected areas of transport, such as transport infrastructure,
4. good command of the English language,
5. aptitude for work in a research and teaching position,
6. familiarity with FlexSim software and authorship of scientific publications will be considered an additional asset.

Required documents:

1. Job application directed to the Rector of the University of Bielsko-Biala, dr hab. inż. Jacek Nowakowski, prof. UBB with covering letter
2. CV
3. Copy of the diploma
4. List of publications
5. Candidate's statement of consent to the processing of personal data by the University of Bielsko-Biala with the information clause
6. Candidate's statement stating that University of Bielsko-Biala will be his/her only place of work at a university

Decision for job application will be made **14.06.2025**

Employment from **01.10.2025**

Candidates are asked to submit the required documents by **13.05.2025** to the Dean’s Office of the Faculty of Management and Transport, UBB, Bielsko-Biała, 2 Willowa St., **building L**, **room no. 204,** phone +48/33/8279 207.

Detailed information is given by the Department of Transport of the Faculty of Management and Transport, UBB, Bielsko-Biała, 2 Willowa St., **building A,** **room no.** **111**, phone: +48/33/8279 289.

All offers of persons who are not qualified for the position considered in the competition will be destroyed by the committee.

**INFORMATION CLAUSE**

**In accordance with Article 13 (1) and (2) 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) we hereby inform that:**

1. The administrator of your personal data processed as part of the recruitment process will be the University of Bielsko-Biala with its registered seat in Bielsko-Biala (43-309) at ul. Willowa 2.
2. The administrator has appointed a Data Protection Officer (DPO), who can be contacted via email: [iod@ubb.edu.pl](mailto:iod@ubb.edu.pl) or phone: 33 8279344.
3. All personal data provided to us by you will be processed only for the purposes of recruitment for the position of academic staff member. The legal basis for the processing of personal data is fulfilment of the legal obligation incumbent on the Administrator (Article 6 (1)(c) GDPR), resulting from the Law on Higher Education and Science (i.e. Journal of Laws/*Dziennik Ustaw*; No. 2024/1571), in conjunction with Article 22.1 (1) and (2) of the Labour Code. In the event that you provide data that goes beyond the range of data described in the Labour Code, the basis for data processing shall be your consent (Article 6 (1)(a) GDPR). In the case of a disabled person applying for employment, the legal basis for processing health data is the fulfilment of obligations in the field of labour law, social security and social protection (Article 9 (2)(b) with reference to Article 6 (1)(c) GDPR). Your personal data may also be processed for the purpose of defending against claims based on (Article 6 (1)(f) GDPR) – processing is necessary for the purposes of the legitimate interests pursued by the Administrator and/or (Article 9 (2)(f) GDPR) – processing is necessary for the establishment, investigation or defense of claims.
4. The recipients of your personal data will be:

- entities authorised under separate provisions of common law,

- individuals authorised by the Administrator to process data in the course of their official duties,

- entities with whom the Administrator has concluded relevant data processing outsourcing agreements.

1. Your personal data collected during the recruitment process will be kept until the recruitment process is completed.
2. You have the right to access your personal data as well as to correct it, delete it or restrict its processing, as well as the right to object, request the cessation of processing and transfer of data, as well as the right to withdraw consent at any time.
3. You have the right to lodge a complaint with the President of the Office for Personal Data Protection in Warsaw if you believe that the processing of the personal data violates the provisions of the GDPR.
4. The personal data provided by you will not be subject to automated decision-making, including profiling.
5. The Administrator has no intention to transfer personal data outside the European Economic Area (EEA).
6. Your provision of personal data to the extent required by law is voluntary but necessary to participate in the recruitment procedure. The provision of other personal data is voluntary.

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Full Name

**Consent statement**

Having read the information clause, I hereby declare that I voluntarily consent to the processing by the University of Bielsko-Biala of my personal data provided in my CV, cover letter and enclosed documents, for the purposes of the recruitment process.

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candidate's signature