



JAGIELLONIAN UNIVERSITY  
IN KRAKÓW  
INSTITUTE OF EUROPEAN STUDIES

## **JOB POSTING**

**Job Title: Academic student advisor / Promotion specialist**

**Institution: Jagiellonian University in Kraków, Institute of European Studies**

**Location: Reymonta 4, Kraków, Poland**

**Number of Openings: 1**

**Hours: 40 hours per week (full-time)**

**Job type: Umowa o pracę**

**Closing Date: September 25, 2022**

The Institute of European Studies at the Jagiellonian University in Kraków is looking for a communicative and dynamic person to join its team, which caters to a large pool of Polish and international BA and MA students. We pride ourselves on our high standard of student services and seek to employ a person who will act as an academic student advisor as well as help us promote and develop our Polish-taught programmes and maintain Institute's website. We offer a friendly, international and dynamic atmosphere, an excellent location in the heart of the city centre, and experience in one of the most successful international departments of the Jagiellonian University in Kraków.

### **Qualifications / Requirements**

<b>Required Qualifications &amp; Education</b>
Excellent English language skills (minimum B2 in the Common European Framework Reference for Languages CERF)
Excellent Polish language skills (C1 in the CEFR) or native speaker of Polish
Higher Education (minimum MA), preferably in social sciences or humanities

<b>Specialist Knowledge and IT Skills</b>
Excellent command of Microsoft Office tools
Excellent command of social media tools for communication
Knowledge of online marketing strategies and channels



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<b>Interpersonal and Communication Skills</b>
Excellent intercultural communication skills
Cultural sensitivity
Excellent communication skills in English and Polish
Able to work independently, but also be a team player
With excellent organisational and time-management skills

**Academic student advisor for MA and BA in European Studies and IMESS programmes:**

- Providing support for students of English-taught programmes: MA (1st and 2nd year), BA (1st, 2nd and 3rd year) and IMESS (double degree Master's programme) in terms of the study programme, correspondence, and schedule of classes;
- Participation in the organization of the recruitment and selection process of candidates for the above-mentioned study programs;
- Taking care of the implementation of the IMESS program in accordance with the consortium agreement;
- Preparing and updating the Student Handbook for MA and BA and MA / BA Thesis Handbook, IMESS Handbook (in cooperation with the deputy head of studies);
- Organization of Visiting Professors' visits to ISE;
- Initiating and supporting students' activities in their functioning in the academic community, ongoing student service and monitoring their educational progress;
- Assisting with other administrative duties related to the functioning of the Institute of European Studies.

**Activities related to the ISE website and promotion of Polish-language study programmes:**

- Creating the content & updating information for the website of the Institute of European Studies;
- Promotion of the Polish-taught programmes;
- Close cooperation with the administrator of the ISE website and other people involved in the promotion of English-taught study programmes,
- Participation in meetings and work for the ISE promotion team.

**Terms and Conditions:**

A shortlist of candidates will be contacted and invited for a second round of interviews at the end of September 2022.



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The position starting date is **beginning of October, 2022.**

**How to Apply:**

Please send a cover letter and CV via email to: [ces.office@uj.edu.pl](mailto:ces.office@uj.edu.pl) with the title: job posting – Academic student advisor / promotion specialist **by September 25, 2022** , 11:59 pm. CEST.