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| **Tomas Bata University in Zlíně**  |
| **nám. T. G. Masaryka 5555** |
| **760 01 Zlín** |
|  |
| Faculty/Component part: Address: |
| In Zlín on:  |  |

**Job Description**

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| **Name, surname, academic degree:** | **Name of the constituent part:** |
| **Position (post): Assistant Lecturer** |
| **Classification of the employee into a salary category: B** |
| **General characteristics of the job position (post):*** Preparation, organization and leading of practical classes, including laboratory practical classes, and training courses in the fields in which they were appointed, and the subsequent continuous monitoring of student performance.
* Participation in the preparation and processing of written tests and examinations.
* Preparation/organization of and teaching in seminars and tutorial activity.
* Supervision of Bachelor’s and/or Master’s theses.
* Examination of students, including the preparation of written, oral or practical parts of exams.
* Preparation of pedagogical documentation and teaching texts.
* Discharge of certain offices of an educational, professional and organizational character (such as Secretary to Department, Head of Laboratory).
* Making excerpts from technical and scientific literature and, if necessary, managing the departmental library.
* Fulfilment, with the consent of the Dean and according to the instructions of the Head of the Department, of selected duties of Senior Lecturers.
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| **Description of work activities:** |
| **Special competencies and responsibility:** |
| **Special knowledge and skills:** |
| **Please note:****The employee may be required to perform work also at other constituent parts (residing at a different address) situated within the employer’s location of work.**  |

**Effective from ……………………….**

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| Signature confirming receipt: ..................................... |  | .................................................... |
|  Employee |  | Senior Executive |