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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. | |
| **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 |