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| **Tomas Bata University in Zlín** |
| **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): Senior Lecturer** |
| **Classification of the employee into a salary category: A2** |
| **General characteristics of the job position (post):*** Comprehensive preparation, organization and leading of practical classes, seminars and training courses, including continuous monitoring of student performance, tutorial activity and awarding of course credits.
* Preparation of pedagogical documentation and teaching texts.
* Supervision of Bachelor’s and/or Master’s theses.
* Fulfilment, after authorization by the Dean or the Head of the TBU Department and after approval by the relevant Scientific Board, of certain duties of Associate Professors and Professors, including lecturing, supervision of seminar papers, Master’s and Bachelor’s theses, and the preparation of an external examiner’s review of the afore-mentioned papers/theses, and tutorial activities in doctoral programmes for a certain period of time.
* Permanent performance of activities that increase and extend professional qualifications.
* Carrying out preparatory work for the teaching activities of Professors and Associate Professors and participating in this activity in accordance with the instructions given by the Head of the Department (senior executive).
* Participation in the implementation or unaided performance of research and scientific tasks, publishing activity.
* Membership of entrance exam committees, or of examination boards for final state examinations.
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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 |