

POLSKA AKADEMIA NAUK
INSTYTUT PSYCHOLOGII

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IP.1100.3.2020 ID LAB

Warszawa, 11.05.2020 r.

**Institute of Psychology
Polish Academy of Sciences
Virtual Reality and Psychophysiology Lab**

ADMINISTRATIVE STAFF

**in IDEALAB project:
VAPE (Virtual Air Pollution Experience)
How does multisensory virtual experience impact environmental behaviour?**

Applications are invited for Administrative staff to join the VRLAB IP PAN team based in Warsaw, Poland.

The project aims to understand how multisensory virtual experience impacts real environmental behaviours. It uses VR techniques, various measurements of behavioural change, real-time pollution data visualisation, and economics. More [detailed description can be found here](#).

The role:

administrative project manager, responsible for the administrative and financial management of the project
- preparation of reports and publications
- collaboration with researchers and other developers within the project

Required professional qualifications:

organizational skills,
knowledge of office and accounting software
knowledge of relevant laws and regulations
knowledge of English at a level that allows easy communication and handling of documents

What we offer:

- a part-time contract (20h/week) for a period of three years with a possibility to extend cooperation and change it to a full-time contract,
- an annual salary of 48 000 PLN brutto,
- independence in work organisation,
- interesting and challenging tasks,
- stable and friendly workplace environment,
- flexible working hours and a possibility to work partially from home.

Applications should be sent to vape@psych.pan.pl; subject: VAPE Administrative staff

Applications should contain:

1. cover letter and CV
2. scan of the diploma (and/or other documents, confirming compliance with the competition criteria)

Recruitment will be settled in two stages. In the first stage, we will preselect candidates based on a preliminary assessment of the submitted documents. Criteria: substantive assessment of the candidate's competences,

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including required skills (50%), experience (25%), additional skills (25%). The second stage: an online interview with selected candidates.

The IP PAN Director reserves the right not to select any Candidates.

The contest will be resolved no later than June 30, 2020. In case of no adequate candidate, IP PAN reserves the right to prolong the recruitment process.

Please attach the following signed clause to your cover letter:

I consent to the processing of my personal data (name and surname, telephone number, e-mail address, image and other information contained in the application documents) by the Institute of Psychology of the Polish Academy of Sciences, based in Warsaw, ul. Jaracza 1 for recruitment purposes.

Not expressing consent to the above clause is tantamount to rejecting the application for formal reasons.

You have the right to withdraw consent at any time. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal. Your consent is voluntary. The consent may be withdrawn at any time by sending an email to the following address: sekretariat@psych.pan.pl

The administrator of your personal data is the Institute of Psychology of the Polish Academy of Sciences with headquarters in Warsaw (00-378) at ul. Jaracza 1. In matters related to your data, please contact the Data Protection Officer, e-mail address; sekretariat@psych.pan.pl Personal data is processed for the purpose of implementing this contract, pursuant to art. 6 clause 1 lit. a and b GDPR. The data will be stored for the time necessary to achieve the purpose, maximum for the period required by law. The personal data obtained will be transferred only to public authorities or entities authorized to obtain data on the basis of applicable regulations. The data subject has the right to access their data, rectify, delete, limit processing, object to their processing, the right to transfer data, as well as the right to lodge a complaint to the supervisory authority. Providing data is voluntary, but necessary to achieve the indicated purpose.