



Prague, 30 November 2021

The Dean of the Faculty of Law of Charles University

Address: nám. Curieových 901/7, 11640 Praha 1

invites applicants to take part in an

OPEN HIRING PROCEDURE

regarding one part-time (0.5) position of an academic (assistant professor or associate professor) at the Centre for Legal Skills.

Requirements:

- Completed university degree in law and jurisprudence;
- Completed or ongoing doctoral programme is an advantage;
- Publications focusing on the respective research field is an advantage;
- Participation in a grant project and teaching experience are an advantage;
- Competence in two international languages;
- Experience in coordinating activities is an advantage.

Job description:

- Teaching and other creative activities in the capacity of an academic;
- Creating and teaching elective courses focused on skills;
- Monitoring the subjects at the Faculty with elements of simulation, and formulating a strategy for their development;
- Responsibility for the whole range of internships offered by the Faculty with a special focus on their relevant purpose and sufficient number; proposing their development (launching new internships, communicating with external entities offering the internships, etc.);
- Communicating with students and promoting the internships through social networks, websites and during presentation and information events (such as an introductory off-site course for newly admitted first-year students) in order to ease their orientation in the Faculty offer of internships;
- Organizing and conducting reflective meetings within certain internships;
- Assisting the administration of individual internships requiring cooperation of more than one external entity (primarily secondary schools and courts);
- Inducing relevant feedback from students, cooperating institutions and guarantors (teachers) of individual subjects;
- Conducting observations in institutions hosting student interns and monitoring the course of the internships;

- Analysing the feedback returned and observations completed; proposing measures to improve individual subjects in cooperation with their guarantors (teachers); drafting new, and updating the existing, standards of internships;
- Following global trends in organizing internships so that the most relevant tendencies could be implemented at the Law Faculty; initiating, for that purpose, meetings with people responsible for internships at other law faculties in the Czech Republic and abroad;
- Communicating with individual departments and centres at the Faculty and cooperating with their members in the creation, process and quality enhancement of internships.

Expected commencement of work: 1 February 2022

Applicants are to submit:

- An application for the position (in the form of a letter);
- Professional curriculum vitae;
- A draft conception of the system of internships at the Law Faculty (including an assessment of the recent situation), or, alternatively, a description of a typical subject focused on skills (its main features, how it should work, etc.), either writing 2-4 pages long;
- A list of publications;
- An outline of their research and teaching experience;
- Documents proving completion of their university education; documents proving their education at foreign universities may be submitted as a simple copy without official authentication or recognition in the Czech Republic

Applications along with all attachments are to be sent electronically to zichova@prf.cuni.cz to the Personnel Department of the Law Faculty of Charles University, nám. Curieových 901/7, 11640 Praha 1 **by 2 January 2022.**

Professor Jan Kuklík
Dean