



Prague, 28 May 2020

The Dean of the Faculty of Law of Charles University

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

**invites applicants to take part in a
COMPETITIVE HIRING PROCEDURE**

regarding one part-time position (0.5 work-load) as an academic – assistant professor or associate professor – at the Centre for Legal Skills

Requirements:

- Completed university degree in law and jurisprudence;
- Completed doctoral programme, or an advance stage of the doctoral programme is an advantage;
- Publications focusing on the subject-field;
- Previous participation in grant research projects and teaching experience are an advantage;
- Proficiency in two international languages;
- Experience in coordinating legal internships is an advantage.

Job description:

- teaching and other creative activities in the category of an academic;
- to manage the whole area of legal internships offered by the Faculty; to ensure its sufficient volume and relevance; to propose its development (launching new internships, commenting on applications of external entities for establishing their internships, etc.);
- to communicate with students and to promote internships via social networks, webpages and through presentation and information activities and events (e.g. orientation camp for newly admitted students) in order to ease the students' orientation in the offer of internships;
- to organize and conduct reflective meetings within some of on-going internships;
- to assist in administration of individual internships requiring that more than one external entity is involved (particularly with secondary schools and courts of justice);
- to ensure that relevant feedback be provided by students and cooperating institutions and guarantors (teachers) of individual subjects;
- to conduct on-site observations in institutions where internships are carried out, and to become familiar with their implementation;

- to analyze input acquired through feedback and observations; to propose, in cooperation with guarantors (teachers) of individuals subjects, measures to improve the standards of internships and to develop new standards and updates;
- to monitor global trends in organizing internships so that useful tendencies could be applied to, and implemented within internships at the Charles University Law Faculty; for that purpose to initiate meetings with colleagues responsible for internships at other universities in the Czech Republic and abroad;
- to communicate with individual Faculty departments and centres and to cooperate with their members in the creation, organization and improvement of internships.

Expected commencement of work: 1 September 2020

Applicants are to submit:

- An application for the position (in the form of a letter);
- Professional curriculum vitae;
- 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 delivered to the Personnel Department of the Law Faculty of Charles University, nám. Curieových 901/7, 11640 Praha 1 **by 2 July 2020**; alternatively these may be sent electronically to zichova@prf.cuni.cz

Professor Jan Kuklík
Dean