

Technical Assistant (Admin)

The laboratory of bionanoscience and biotechnology is an ambitious and expanding research hub for topoisomerase and bionanoscience research and is now actively recruiting technical assistant candidates for a fully funded position (full or part time).

The successful candidate will join a multidisciplinary team with a wide interest in biological nanomachines. The candidate will assist the members of the lab in all areas including *significant administrative duties*.

The ideal candidate should fulfill the following:

- 1) Possess an undergraduate degree in biochemistry or related areas.
- 2) Have experience in the running and administration of a laboratory
- 3) Have fluency in Polish (reading and writing)
- 4) Have good written and oral communication skills in English
- 5) Have good skills of work management
- 6) Have good time management and administrative skills.

The candidate should submit the following documents (in English) to the Malopolska Centre of Biotechnology office, Cracow ul. Gronostajowa 7A, room 3/12 or electronically via email: jonathan.heddle@uj.edu.pl **Please include “LM Tech”** in the email subject heading

- 1) Application/motivation letter
- 2) CV
- 3) Personal questionnaire
- 4) Reference letter
- 5) A copy of undergraduate degree
- 6) A statement of knowledge and acceptance of the rules on intellectual property and legal protection of intellectual property

Forms for points 3 and 6 can be downloaded from

<http://www.dso.uj.edu.pl/druki-do-pobrania/dokumenty-dla-kandydatow-pracownikow/>

The deadline for submitting applications is 15th August 2017 (estimated, subject to delay). A start date of between October 1st 2017 and December 31st 2017 is expected.