



# INSTITUTE OF DENDROLOGY

## POLISH ACADEMY OF SCIENCES

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**DIRECTOR OF THE INSTITUTE OF DENDROLOGY, POLISH ACADEMY OF SCIENCES  
ANNOUNCES A COMPETITION FOR THE POSITION OF  
ASSISTANT IN SCIENTIFIC INFORMATION  
IN THE DEPARTMENT OF SCIENTIFIC INFORMATION**

**1. REQUIREMENTS FOR CANDIDATES:**

- higher education, preferably in administration, project management, public administration, or a related field,
- proficiency in computer operation (Windows environment, MS Office applications) and peripheral devices (printer, scanner),
- minimum 3 years of experience in administrative and office work, preferably in a research unit or other higher education institution,
- knowledge of the functioning of research funding programs in Poland and the EU,
- proficiency in English, spoken and written,
- for foreign applicants, proficiency in Polish (spoken and written),
- excellent organizational and communication skills.

**2. ADDITIONAL ASSETS:**

- experience in obtaining funding for Polish and international scientific projects,
- experience in managing projects under European Union funds and the Erasmus+ program,
- knowledge of GDPR regulations,
- familiarity with systems such as OSF, LSI, Funding & Tenders Portal.

**3. RESPONSIBILITIES:**

- substantive and administrative support for activities related to obtaining external funding (NCN, NCBR, FNP, Horizon Europe, structural funds, infrastructure projects, and others),
- ensuring the formal correctness of project applications,
- monitoring deadlines and information on available funding sources and informing employees and PhD students about opportunities to apply for funding for scientific research, research infrastructure, and outreach activities,
- conducting internal training on applying for external funds,
- cooperation with the administrative units of the Institute in the scope of DIN activities,
- supporting employees and PhD students in the field of open research data, including publishing research results in open access.

**4. WE OFFER:**

- full-time employment contract,
- positive working atmosphere and open communication in the team,
- tools necessary to perform tasks,
- development opportunities (internal and external training),
- cooperation with an interdisciplinary and international team of scientists.

## 5. REQUIRED DOCUMENTS:

- application for employment as a Assistant in Scientific Information addressed to the Director of the Institute,
- Curriculum Vitae,
- copies of certificates confirming education,
- personal questionnaire,
- consent to the processing of personal data,
- certificates confirming completed training.

## 6. DOCUMENT SUBMISSION:

Documents should be submitted electronically to the Department of Scientific Information of the Institute of Dendrology, Polish Academy of Sciences (Magdalena Łukowiak, lukowiak@man.poznan.pl) with the subject line: "Competition for the position of Assistant in Scientific Information" in PDF format.

If electronic submission is not possible, applications may also be sent to: Institute of Dendrology, Polish Academy of Sciences, ul. Parkowa 5, 62-035 Kórnik, with the note on the envelope: "Competition for the position of Assistant in Scientific Information."

Please do not send original documents.

7. Application deadline: **September 19, 2025.**

8. The competition will be decided by **October 15, 2025.**

9. The Institute of Dendrology of the Polish Academy of Sciences does not provide housing.

10. The Institute reserves the right to contact selected candidates only.

Kórnik, August 20, 2025

ZASTĘPCA DYREKTORA  
DZ. NAUKOWYCH  
INSTYTUTU DENDROLOGII PAN  
*Ewelina Ratajczak*  
dr hab. Ewelina Ratajczak, prof. ID PAN

Interested persons are requested to attach to the submitted documents a statement with the following wording:

"I hereby consent to the processing of my personal data during the recruitment process for the position of Assistant in Scientific Information conducted by the Institute of Dendrology, Polish Academy of Sciences, based in Kórnik (62-035), ul. Parkowa 5, for the purpose of concluding an employment contract."

In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR), the Institute of Dendrology, Polish Academy of Sciences informs that:

- The administrator of your personal data contained in the recruitment application and attached documents is the Institute of Dendrology, Polish Academy of Sciences, ul. Parkowa 5, 62-035 Kórnik (hereinafter referred to as the "Administrator"). You can contact the Administrator by e-mail at [iod.idpan@man.poznan.pl](mailto:iod.idpan@man.poznan.pl) or by traditional mail to the address: Institute of Dendrology, Polish Academy

of Sciences, ul. Parkowa 5, 62-035 Kórnik, with the note "Personal Data". Your personal data will be processed by the Administrator for the purpose of conducting the recruitment process for the position specified in the recruitment announcement. The legal basis for the processing of personal data is your consent (Article 6(1)(a) of GDPR). You have the right to withdraw your consent at any time without affecting the lawfulness of the processing carried out based on the consent before its withdrawal. Upon withdrawal of your consent, the data subject to that consent will be immediately deleted. Consent may be withdrawn by sending an email to [iod.idpan@man.poznan.pl](mailto:iod.idpan@man.poznan.pl) or by sending a traditional letter to the address: Institute of Dendrology, Polish Academy of Sciences, ul. Parkowa 5, 62-035 Kórnik, with the note "Personal Data". Personal data will be processed until the end of the recruitment process and will be deleted no later than 3 months after its completion. The expected categories of data recipients are providers of job advertisement services, providers of recruitment management systems, and IT service providers such as providers of IT systems. Providing personal data is voluntary but necessary to participate in the recruitment process. You have the right to request from the Administrator access to your personal data, including receiving a copy, the right to rectify, delete, or restrict processing, as well as the right to data portability (for data processed based on consent). You also have the right to lodge a complaint with the supervisory authority (President of the Personal Data Protection Office).

