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As part of the implementation of the “Excellence Initiative – Research University” programme, the University of Warsaw is looking for data analyst to aggregate and manage databases, including working with large datasets within the Action II.3.4. “Gamification of worlds in the service of the modern society of the 21st century – cooperation network”

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| Ref no | UW/IDUB/2021/08 |
| Position | specialist or senior specialist (depending on the candidate's professional experience) – data analyst |
| Key words | analyzes, research, research projects, statistical data, SPSS, biometrics, VR, AR, gaming, e-sport |
| Type of employment | employment contract |
| Working hours/pattern | part-time (1/2 working time) |
| Number of job openings | 1 |
| Period of employment | April/May 2021 |
| Department | Faculty of Journalism, Information and Book Studies |
| Minimum period of employment | 6 months with possible extension |
| Project description | <p>„Excellence Initiative – Research University” is a programme of the Ministry of Science and Higher Education, which enables the University of Warsaw to improve the quality of scientific activity, the quality of education and, consequently, the international recognition of the university.</p> <p>The recruited specialist will perform the duties in POB V under Action II.3.4. “Gamification of worlds in the service of the modern society of the 21st century – cooperation network”.</p> <p>The essence of the activity will be to create a virtual platform / network of researchers and research centers focused on research in the field of eSports, computer games and AR / VR experiences. Its international recognition will be ensured by joint publications in prestigious journals and books as well as participation and organization of scientific conferences. The aim of the activity is to make the University of Warsaw a kind of virtual hub, engaging researchers from various disciplines and scientific and research fields from Poland and abroad, dealing with the study of VR/AR games and experiences. The platform will primarily be a virtual space for mutual learning, sharing databases and the results of biometric experiments and their analyzes. These, in turn, are to provide the basis for joint publications and new grant applications.</p> |

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| <p>Job description and responsibilities</p> | <ol style="list-style-type: none"> 1. Building databases and conducting statistical analyzes in statistical software (eg SPSS / SAS package). 2. Building and managing databases in MS Excel, using built-in and customized tests and statistical functions in the Excel package to carry out selected statistical tests. 3. Creating a visualization of quantitative and qualitative data in the form of graphics, charts and histograms in MS Excel and others, presentation of data and obtained results in graphic programs, creating Power Point presentations. 4. Supporting other researchers of the team in data collection and analysis (including statistical) 5. Assisting in the preparation of research data management plans, open access publishing, and in the preparation and implementation of a research communication and dissemination strategy. 6. Supporting researchers in the ongoing implementation of activities and projects. |
| <p>Key requirements</p> | <p>Essential:</p> <ul style="list-style-type: none"> • advanced statistical expertise - experience in data management and analysis, transformation, aggregation and calculation in large data sets, • very good knowledge of statistical software, e.g. SPSS / SAS package as well as MS Excel (allowing to perform the above-mentioned tasks), preferably confirmed by a certificate • bachelor's or master's degree, • minimum of two years of documented work experience, • strong command of English (oral and written), • the ability to present numerical data - creating graphics, charts and histograms as well as visually attractive presentations, • analytical and logical thinking, willingness to work in a team, responsibility, reliability, punctuality. <p>Desirable:</p> <ul style="list-style-type: none"> • experience in working with data from biometric measurements, • knowledge of iMotions biometric research platform, • having experience in research work when conducting reactive research, in particular, experience in topics related to broadly understood gaming, e-sport, Virtual Reality, research on the Polish discourse and social media is welcome, • basics of programming in any language enabling the aggregation of selected / optimization of solutions related to data management and analysis (e.g. Python / R / Perl), |

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| | <ul style="list-style-type: none"> • ability to create graphics, prepare typesetting and graphic design for future publications, • knowledge of IT tools supporting project management. |
| Application | <p>Essential:</p> <ul style="list-style-type: none"> • CV, • a cover letter (with an approximate date of possible employment at the University of Warsaw), • a signed agreement for the processing of personal data by the University of Warsaw, which is attached to this call <p>Desirable:</p> <ul style="list-style-type: none"> • a letter of reference from a previous direct supervisor or researcher who knows the candidate's achievements well. |
| What we offer | <ul style="list-style-type: none"> • work in a prestigious university program, • interesting scientific and research career path, numerous trainings and workshops; • access to unique equipment for biometric research. |
| How to apply | Please send an e-mail to rekrutacja.idub@uw.edu.pl with the subject line "UW/IDUB/2021/08" |
| Closing date for applications | 9 April 2021 |
| Results will be announced | by email or by phone |

The University of Warsaw reserves the right to contact only selected candidates and to end the recruitment process without notice.

Equal opportunities

The constitutional principle of the equal treatment of all members of the University community is fundamental to its activities. The University of Warsaw promotes diversity and prevents discrimination. The University maintains the highest ethical standards, upholds scientific integrity, and is guided by principles stemming from the European Charter for Researchers.



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given and family name

Information on personal data processing

Controller

The controller of your personal data, which is processed in connection with employee recruitment, is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, as the Employer.

Contact with the controller:

- by traditional mail at: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (specify the organisational unit to which your letter is addressed);
- by phone: **22 55 20 355**.

Data Protection Officer (DPO)

The controller has a designated Data Protection Officer, whom you may contact via email at iod@adm.uw.edu.pl. You may contact the DPO about all matters relating to the processing of your personal data by the University of Warsaw and in order to exercise your rights in relation to the processing of personal data.

The DPO, however, does not perform other functions, such as handling recruitment procedures, collecting recruitment documents, or providing current information on the recruitment process.

Purpose and legal grounds of data processing

The personal data of candidates for employment shall be processed for recruitment purposes only.

Your personal data shall be processed in the scope indicated by employment law¹ (*given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment*) for the purposes of this recruitment process², whereas other data³ shall be processed based upon your consent, which may take the following wording:

¹ Art. 22¹ of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes).

² Art. 6 section 1 letter b of the Regulation of the European Parliament and the Council (EU) 2016/679 of April 27, 2016 on protection of individual persons with regard to personal data processing and on the free flow of such data, and also repealing Directive 95/46/EC (general regulation on data protection) (Official Journal EU L 119 of 04.05.2016, page 1, with subsequent changes) (hereinafter referred to as the GDPR).

³ Art. 6 section 1 letter a of the GDPR.

I agree to the processing of my personal data provided in (e.g., CV, cover letter, and other documents submitted) for the recruitment process conducted by the University of Warsaw.

If your documents include data as included in Art. 9 section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data⁴, which may take the following wording:

I agree to the processing of special categories of my personal data, as stated in Art. 9 section 1 of the GDPR, provided in (e.g., CV, cover letter, and other submitted documents) by the University of Warsaw for conducting the recruitment process.

The University of Warsaw will also process your personal data in future recruitment processes upon your consent⁵, which may take the following wording:

I consent to the processing of my personal data for the purposes of any future recruitment processes at the University of Warsaw, for the period of the next nine months.

You may revoke all such consents at any time, for example by sending an email to rekrutacja.idub@uw.edu.pl

Be advised that the revocation of your consent does not affect the lawfulness of the processing of personal data, which had been completed upon consent and before its revocation.⁶

Data retention period

Your personal data collected in this recruitment process shall be stored within the period of up to 5 years from the planned completion of the “Excellence Initiative – Research University” Programme, i.e. until 31.12.2031.

In case you agree to process your data in future recruitments, your data will be used for this purpose for a period of 9 months from the end of recruitment.

Data recipients

Officers authorized by the Controller shall have access to your personal data, the processing of which is within the scope of their duties.

⁴ Art. 9 section 2 letter a GDPR.

⁵ Art. 6 section 1 letter a GDPR.

⁶ Art. 7 section 3 GDPR.

Data transfer outside the European Economic Area (EEA)

Your personal data shall be disclosed to subjects authorized by law. Your personal data may be also processed by the provider of the G-Suite services for education by the Google Corporation in their data processing centres.⁷

Rights of the data subject

Under the GDPR, data subjects have the following rights:

- to access data and to receive copies of the current data;
- to correct (rectify) your personal data;
- to limit processing of personal data;
- to remove personal data, subject to provisions of Art. 17 section 3 of the GDPR;
- to file a claim with the President of the Personal Data Protection Office, if you believe data processing is in violation of the law.

Information on the requirement to provide data

Providing your personal data in the scope resulting from law is necessary to participate in the recruitment process. Providing other personal data is voluntary.

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(place and date)

.....
(applicant’s signature)

⁷ <https://www.google.com/about/datacenters/inside/locations/index.html>