

PUBLIC INTERNATIONAL JOB ANNOUNCEMENT

University of Ljubljana, Faculty of Computer and Information Science, Večna pot 113, Ljubljana, Slovenia

Researcher (H017004)

Employment for:

- 1 position for a fixed period of full-time work from 1. 7. 2024 to 30. 6. 2026, with a 3-month probationary period at the Laboratory for Ubiquitous systems

1. Conditions for the position:

a) Required education:

- specialization after higher education (previous),
- university education (previous),
- Master's degree (2nd Bologna level)

b) Other skills:

- Communication skills,
- Organizational skills,
- Ability to work in a team,
- Innovation,
- Fluent verbal and written communication in Slovenian and preferably also in English,
- Good knowledge of text editing tools (LibreOffice Writer, MS Word, Google Docs, grammar checking, ChatGPT/Gemini) and spreadsheet formatting tools (LibreOffice Calc, MS Excel, Google Sheets),
- Familiarity with online environments, tools, and applications for organizing meetings and communication (e.g., MS Teams, Slack, Discord, Doodle, Zoom),
- Familiarity with applications for managing content on social networks (posting news, photos, and short notes on LinkedIn/FB and similar),
- Desirable knowledge of learning management systems (LMS, e.g., Moodle) and basic HTML editing,
- Desirable basic knowledge of working in the command line or terminal (MS DOS/Unix),
- Desirable basic knowledge of working with the GitHub repository,
- Desire for new knowledge and experiences and a positive attitude.

2. General description

- Scientific research and professional work in research,
- Professional collaboration with clients on research projects,
- Preparation of written reports and studies on research and expert opinions,
- Participation in undergraduate and postgraduate education,
- Preparation of proposals for the acquisition of research equipment, maintenance of equipment, and ordering of consumable materials,

- Performing tasks within your field as directed by the head of the organizational unit and other tasks that fall within the broader professional scope of the job position.

Detailed description:

- Administrative and organizational assistance on the NOO KATARINA project,
- Familiarity with project documentation,
- Collaboration in the development of operational tasks including scheduling and monitoring its fulfillment,
- Overseeing the status and responsibilities on the project,
- Participation in working meetings both online and at least twice a year in person,
- Preparation of administrative and professional reports,
- Coordination of teachers within the teacher community,
- Participation in the organization of annual international professional conferences,
- Reporting on project work in the form of professional reports and blogs,
- Ensuring the dissemination of project results (web, social media, etc.),
- Performing other tasks that fall within the broader professional scope of the job position.

3. Applications including

- CV
- evidence of the required educational degree

Should be e-mailed to kadrovska@fri.uni-lj.si “**RAZ Katarina_name and surname**” until 22. 6. 2024.

The University of Ljubljana promotes gender equality in employment and work. The employment contract will be concluded with a candidate who meets the requirements for the position.

The University of Ljubljana, Faculty of Computer and Information Science, reserves the right, in accordance with contractual freedom under Article 24 of the Employment Relationships Act (ZDR-1), not to select a candidate even if they meet the requirements. The Faculty also reserves the right not to fill all advertised positions.

4. Contact person at the Faculty:

HR department

e-mail: kadrovska@fri.uni-lj.si