

**Department of Russian and East European Studies (KRVS)**

# announces the open call for the position(s) of administrative and research assistant

**The period of work:** January 2021 – September 2021

The contract can be prolonged in case of excellent work performance. Remuneration for work done (100 CZK / hour up to a maximum of 1,000 CZK per month) will be paid once a semester in the form of a scholarship.

# Job description:

Scientific, organizational and administrative work as required by the department (assistance with the organization of on-line teaching and research assistance etc.). Flexible working hours, home office partly possible.

# Requirements:

The position is designed for KRVS’s doctoral students, students of M.A. program with a BAS/RES specialization, and those IMS students interested to join the KRVS.

* motivation, time flexibility, creativity, independence, organizational skills, diligence and pleasant behavior;
* active knowledge of English and Czech (preferably), knowledge of other languages is beneficial.

If interested, please send a short motivation letter in English or Czech and CV to [daniela.kolenovska@fsv.cuni.cz](about:blank). Please include the email subject: **KRVS: pomved**.

**The deadline for application:** January 4, 2021

Contact person:

Daniela Kolenovská, head of KRVS

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