EWP+ Relationship Manager - 2 open full-time positions.

Salary range: 10,000 to 12,000 PLN

Valid through: 2022-09-30

About the job

University of Warsaw is looking for young professionals eager to work in an international setting for the positions of the Relationship Managers for the EWP+ programme. The managers will be co-responsible for enhancing cooperation with third party providers and in-house university providers who are connecting their software systems to the EWP network and ESCI Ecosystem. They will be mediators between the third-party providers (3PP)/in-house systems, the EWP+ programme management, the business users (e.g. International Relations Officers in user-groups) and the technical teams of EWP+.

We are seeking to hire 2 Relationship Managers for an initial period of 1 year. They will be based in Warsaw, but the bulk of the work can be done online. The job will entail travel abroad for meetings when required. The Relationship Managers will work under the supervision of a senior Relationship Manager.

The full-time positions can be taken up immediately (after the necessary administrative process has been ended). Salary is in the range of 10,000 to 12,000 PLN, depending on the educational record, international experience and the skills of the applicant.

About EWP+

EWP+ is part of the overall European Student Card Initiative (ESCI) of the European Commission. The aim of ESCI is to make it easier for educational institutions and students to initiate, manage and benefit from periods abroad for study and training purposes. Some of the key components of ESCI are the Erasmus without Paper (EWP) network, the EWP Dashboard, the Online Learning Agreement manager, the Erasmus+ App, the European Student Identifier (ESI) and MyAcademicID. The aim is to bring them all together in one overall ecosystem and under a single management structure.

More info can be found at [Erasmus Without Paper](https://erasmuswithoutpaper.org) and https://education.ec.europa.eu/education-levels/higher-education/european-student-card-initiative

Activities to be performed by the EWP+ Relationship Managers (illustrating the scope of the job but not intended to be an exhaustive list)

- Development, management, monitoring, reporting of relationship issues and procedures between and among 3PPs/in-house systems, end-user user groups and the EWP+ management.
- Writing reports and proposing suggestions for improvement with respect to those relationship issues.
- Managing and monitoring the communication tool of business users and organising meetings where necessary.
- Monitoring and follow-up of helpdesk tickets in as far as they relate to the relationship between the target groups.
- Organisation of online and face-to-face internal and external project meetings, workshops etc.

Personal characteristics required

A background as an International Relations Officer with experience in student mobility is an asset.
Excellent basic computer skills are a must (MS Office, Slack, Redmine, mails, …) as well as an excellent command of both spoken and written English (C1-C2). An intimate knowledge of the processes of the ESCI components will be required in the job, as well as at least some technical insights into how they function.

The applicant should be flexible, comfortable with unexpected situations, willing to work both independently (online) and in team, have good social skills and be aware of cultural and personal sensitivities in an international context.

The ideal candidate is a quick learner who should be able to fill the job efficiently in a very short time.

**Preferred Fields of Studies**

- International Relations.
- Communication / Marketing.
- Project management or any other related degrees
- Other relevant disciplines

**Skills**

- Five years of relevant professional experience.
- Your command of English and preferably another major European language is excellent, both written and spoken. The working language is English.
- Your possess excellent IT literacy skills.
- You are able to demonstrate understanding of the dynamics of the various target groups and help work out solutions and compromises in terms of procedures and specific issues where appropriate.
- You have practical experience of working in an international context and with international projects.
- You have strong communication and relationship building skills and can work in an autonomous way.
- You can deliver high-quality results under pressure and are comfortable working on your own without being in continuous personal contact with those who set your tasks.
- You have a good knowledge of the European Higher Education preferably with work-experience in an International Relations Office.
- You are willing to travel (within Europe), if required.

**How to apply**

Interested candidates can apply by sending their CV, a motivation letter and signed “Information on personal data processing” form to Janina Mincer-Daszkiewicz jmd@mimuw.edu.pl at the University of Warsaw, who is responsible for the technical operation of the EWP network.

The deadline for submitting applications is 2022-09-30.
Information on personal data processing

Controller

Controller of your personal data processed in connection with the recruitment process 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 (name the organizational unit to which your letter is addressed);
▪ by phone: 22 55 20 355.

Data Protection Officer (DPO)

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

The DPO, however, does not proceed other matters, like handling recruitment procedures, collecting recruitment documents, providing information on current recruitment process.

Purpose and legal grounds of data processing

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

Your personal data shall be processed in the scope as 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 on your consent which may take the following wording:

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

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 the 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 as the GDPR);
³ Art. 6 section 1 letter a of the GDPR;
If your documents include data as mentioned in Art. 9 section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data\(^4\) which may take the following wording:

\[
\text{I agree to the processing of special categories of personal data, as mentioned in Art. 9 section 1 of the GDPR, provided in ................ (e.g. CV, cover letter, and other submitted documents) by the University of Warsaw for realising my recruitment process.}
\]

The University of Warsaw shall be also processing your personal data in future recruitment processes upon your consent\(^5\) which may take the following wording:

\[
\text{I consent to processing of my personal data for the purposes of any future recruitment processes at the University of Warsaw for the period of the next nine months.}
\]

You may revoke all such consents at any time by, for example, sending an email at \text{jm@mimuw.edu.pl} (email address due for the recruitment process).

Be advised that the revocation of your consent does not affect legal compliance of processing which had been completed upon consent before its revocation.\(^6\)

**Data retention period**

Your personal data collected in this recruitment process shall be stored over the period of three months from the date the recruitment process is completed.

In case you agree to process your data in future recruitments, your data shall be used over the period of nine months.

**Data recipients**

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

Recipients of personal data may be other subjects obligated by the Controller to provide specific services involving data processing, like

\[
\text{.................................................................}
\]

*(name all recipients of data)*

**Data transfer outside the European Economic Area (EEA)**

Your personal data shall be disclosed to subjects authorized by law. Signing-in is through Google Forms. Your personal data may be also processed by our provider of G-Suit for education by Google Company in their data processing centres.\(^7\) Your data shall be protected under the standards of the Privacy Shield, accepted by the European Commission.\(^8\) This shall guarantee an adequate level of data security.

\(^4\) Art. 9 section 2 letter a GDPR;  
\(^5\) Art. 6 section 1 letter a GDPR;  
\(^6\) Art. 7 section 3 GDPR;  
\(^7\) https://www.google.com/about/datacenters/inside/locations/index.html  
\(^8\) https://www.privacyshield.gov
Rights of the data subject

Under the GDPR data subjects have the following rights:

▪ to access data and to receive copies of the actual data;
▪ to correct (rectify) your personal data;
▪ to restrict processing of personal data;
▪ to erase 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 violates 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.

........................................ ........................................
place and date applicant’s signature