

We are a research campus with a strong tradition in biosciences focused on complex ecological, evolutionary & developmental aspects of LIFE.
Faculty of Science, University of South Bohemia in České Budějovice
is looking for suitable candidates for a position of

Project Assistant in Animal Migration Ecology



The new research group led by Dr [Vojtěch Kubelka](#) from Department of Zoology and Centre for Polar Ecology at the Faculty of Sciences, University of South Bohemia has recently won a prestigious [Junior Star GAČR grant](#): *Animal migrations in a changing world – Movements for reproduction to higher latitudes: still advantageous strategy or maladaptive behaviour?*

and seeks to appoint a project assistant in this new project.

What would be your main responsibilities

- Administrative activities (project purchases, business trips administration, project permissions, simply assisting principal investigator and team members with diverse administrative tasks)
- Communication with researchers, students and faculty staff and meetings organization (managing webpages, helping guest and foreign researchers, group meetings, teambuilding activities organization etc.)
- Coordination of the information flow among team members (within Czech Republic as well online to foreign countries) and relevant Faculty of Science University of South Bohemia offices
- Lab work (mostly samples preparation and management)
- Helping with the fieldwork in South Bohemia (in case of interest)
- Carrying out any other practical activities that are deemed necessary for the success of the project

What we offer

- Three-years position with the possibility of extension
- Half-time job (50%), suitable also for parents with older children or students at later years of study
- Flexible working time, very diverse and creative work
- Possibility of fieldwork participation in case of interest
- English and Czech speaking, stimulating & friendly international research environment
- HR Award certificate, [jcu.cz/about-the-university/development/hr-award-hrs4r](https://www.jcu.cz/about-the-university/development/hr-award-hrs4r)
- Professional administration support and help with all personal, economic, legal, project, IT, intellectual property needs
- Competitive salary + possible bonuses,
- Meals allowance, special mobile services, university kindergarten
- Work-life balance in a historical middle-sized university city, [budejce.cz/en/](https://www.budejce.cz/en/)

Competitive candidates are expected to have

- High school degree as minimum education
- Use of **English and Czech** languages at everyday basis
- Valid driving licence (B type)
- Interest in biology and environment of research projects
- Good relation to the field research as well as samples processing in the lab
- Carefulness and thoroughness in everyday situations
- Great organizational and communication skills to manage diverse tasks
- Flexibility and proactive approach to tasks solving, creativity
- Budgetary and general administrative skills
- Willingness to proactively help team members and the project
- Excellent interpersonal skills and ability to collaborate within a team-based environment, ability to work effectively both in a team and independently

Application:

Interested candidates should contact us at jobs@prf.jcu.cz. Applications should include **CV** (max 4 pages), with at least **3 reference contacts** and max 2 pages **motivation letter**. Both documents in English should be sent to before the deadline.

Deadline for applications: 5th February 2023

Position start: ideally in February 2023 but it is negotiable.