

Catalogue of types of work and description of work activities

Annex I

The catalogue of types of work and description of work activities consists of two parts:

Part 1 sets out the characteristics of the work activities, qualification requirements and wage grades for the classification of academic and research staff of VŠE,

Part 2 sets out the characteristics of the work activities carried out at VŠE and its units, divided into worker-operational and technical-economic types of work.

The Catalogue also sets out the qualifications, if any, for the classification of such staff in the relevant wage grades.

The classification of an employee into the relevant type of work from Annex I - Catalogue of types of work and description of work activities is conditional on the description of the work performed (job description) of each employee, its demands and the assessment of reasonableness while respecting the principle of equal pay for the same or comparable work.

The type of work to be performed according to this Catalogue is a mandatory part of the employment contract. The person authorised to act in labour relations in accordance with the Statute of VŠE is responsible for compliance with equal remuneration of subordinate employees within his/her competence.

Part I

The activities not listed below under each type of work are considered to be other types of work that academic or research staff may perform on the basis of agreements outside the employment relationship within the meaning of the relevant provisions of the Labour Code (see Sections 74 to 77).

Academic staff

Types of work

Wage grade

Tutor

6

Definition of work activities:

- preparation of teaching materials,
- teaching in seminars,
- assessment of tests, pass credit papers or seminar papers,
- assessment of other works according to the instructions of the head of the department, professor, associate professor or assistant professor with CSc./PhD.,
- assessment of tests, papers and student performance in the class,
- assignment of pass credits within the prescribed terms and forms,
- providing consultations on expert issues,
- support for other activities of the department, usually of an organisational nature, related to the teaching process.

Scope of activities:

Accredited bachelor's and master's study programmes

Qualifications and requirements:

Master's degree; for academic staff of the Centre for Physical Education and Sport (hereinafter referred to as "CTVS") and foreigners – employees of language departments of the university in the bachelor's study programme (hereinafter referred to as "bachelor's degree").

Ability to manage a team of students and assess their skills and knowledge, manage conflict situations and stress. CTVS academic staff are expected to be in excellent physical condition.

Definition of work activities:

- preparation of teaching materials,
- teaching in seminars and lectures,
- leading seminars,
- assessment of tests, pass credit papers or seminar papers,
- assessment of other works according to the instructions of the head of the department, professor, associate professor or assistant professor with CSc./PhD.,
- assessment of tests, papers and student performance in the class,
- assignment of pass credits within the prescribed terms and forms,
- providing consultations on expert issues,
- examination in courses in bachelor's study programmes,
- participation in entrance examinations, open days and academic ceremonies,
- participation in bachelor's examination committees,
- participation in the defence of bachelor's and master's theses,
- guest lectures at foreign institutions,
- documentation of professional sources for the department's activities and analysis of professional literature,
- participation in expert committees at VŠE,
- solving organisational problems of the department and faculty,
- active participation in scientific conferences at home and abroad,
- cooperation on scientific research tasks resulting from the plans of scientific research activities of the department according to the instructions of the task owner,
- independent processing of parts of scientific research tasks resulting from the plans of scientific research activities of the department,
- organisation of work in scientific research resulting from the plans of scientific research activities of the department,
- active participation in scientific research resulting from the plans of scientific research activities of the department,
- preparation for a scientific rank,
- support for other activities of the department, usually of an organisational nature, related to the teaching process.

Scope of pedagogical activities:

Accredited bachelor's and master's study programmes

Qualifications and requirements:

Master's degree.

Knowledge of the field taught, ability to explain basic categories and relationships. Independent application of practical examples. Excellent oral communication, ability to manage a team of students, resolve conflicts and handle stressful situations.

CTVS academic staff are expected to be in excellent physical condition.

Assistant Professor

7

Definition of work activities:

- preparation of teaching materials,
- teaching in seminars and lectures,
- leading seminars and delivering lectures,
- assessment of tests, pass credit papers and seminar papers,
- assessment of other work as directed by the department head, professor, or associate professor,
- assessment of tests, papers and student performance in the class,
- assignment of pass credit in the prescribed terms and forms,
- providing consultations on expert issues,
- supervising and opposing bachelor's and master's theses,
- examination in courses in bachelor's and master's study programmes,
- participation in entrance examinations, open days and academic ceremonies,
- participation in committees for bachelor's examinations, state bachelor's examinations and state final examinations,
- participation in the defence of bachelor's and master's theses,
- guest lectures at foreign institutions,
- design and development of courses for bachelor's and master's study programmes,
- development of accredited study programmes,
- documentation of scientific sources for the activities of the department and analysis of scientific literature, often foreign language,
- participation in expert committees at and outside VŠE,
- solving conceptual and organisational problems of the department, faculty and university,
- active participation in scientific conferences at home and abroad,
- membership in national societies (professional associations, editorial boards, etc.),

- cooperation on scientific research tasks resulting from the plans of scientific research activities of the department according to the instructions of the task solver,
- creative application of basic research results,
- independent processing of parts of scientific research tasks resulting from the plans of scientific research activities of the department,
- organisation of work in scientific research resulting from the plans of scientific research activities of the department,
- active participation in scientific research resulting from the plans of scientific research activities of the department,
- expert and assessment activities to scientific research tasks conducted at other institutions,
- preparation for a scientific rank,
- preparation of the habilitation thesis,
- support for other activities of the department, usually of an organisational nature, related to the teaching process.

Scope of pedagogical activities:

Accredited bachelor's and master's study programmes

Qualifications and requirements:

University degree + 3 years of experience, excellent verbal communication, ability to manage a team of students, evaluate their performance, resolve conflict situations and manage stressful situations.

Continuous monitoring of new findings in the scientific field, ability to apply scientific knowledge in the pedagogical and creative process, cooperation with practice.

Ability to articulate ideas in writing and publish professional outputs.

Assistant Professor (CSc./Ph.D.)

8

Definition of work activities:

- preparation of teaching materials,
- teaching in seminars and lectures,
- leading seminars and delivering lectures,
- assessment of tests, pass credit papers and seminar papers,
- assessment of other work as directed by the department head, professor, or associate professor,

- assessment of tests, papers and student performance in the class,
- assignment of credit within the prescribed terms and forms,
- providing consultations on expert issues,
- supervising and opposing bachelor's and master's theses,
- examination in courses in bachelor's and master's study programmes,
- participation in entrance examinations, open days and academic ceremonies,
- participation in committees for bachelor's examinations, state bachelor's examinations and state final examinations,
- participation in the defence of bachelor's and master's theses,
- guest lectures at foreign institutions,
- design and development of courses for bachelor's and master's study programmes,
- development of accredited study programmes,
- documentation of scientific sources for the activities of the department and analysis of scientific literature, often foreign language,
- participation in expert committees at and outside VŠE,
- solving conceptual and organisational problems of the department, faculty and university,
- active participation in scientific conferences at home and abroad,
- membership in national societies (professional associations, editorial boards, etc.),
- cooperation on scientific research tasks resulting from the plans of scientific research activities of the department according to the instructions of the task owner,
- creative application of basic research results,
- independent processing of parts of scientific research tasks resulting from the plans of scientific research activities of the department,
- organisation of work in scientific research resulting from the plans of scientific research activities of the department,
- active participation in scientific research resulting from the plans of scientific research activities of the department,
- expert and assessment activities to scientific research tasks conducted at other institutions,
- preparation for a scientific rank,
- preparation of the habilitation thesis,
- support for other activities of the department, usually of an organisational nature, related to the teaching process.

Scope of pedagogical activities:

Accredited study programmes

Qualifications and requirements:

Master's degree + Ph.D. or CSc.

Excellent verbal communication, ability to manage a team of students, evaluate their performance, resolve conflict situations and manage stress. Continuous monitoring of new findings in the field of science, ability to apply scientific knowledge in teaching and research activities, continuous collaboration with practice. Prerequisites for abstract thinking and synthesis of knowledge, creative systems and conceptual thinking. Active involvement in creative activities, especially publishing scientific articles and solving scientific projects.

Associate Professor

9

Definition of work activities:

- preparation of teaching materials,
- teaching in seminars and lectures,
- leading seminars and delivering lectures,
- supervision of Ph.D. students,
- assessment of tests, pass credit papers and seminar papers,
- assessment of other work as directed by the department head or professor,
- assessment of tests, papers and student performance in the class,
- assignment of pass credit within the prescribed terms and forms,
- providing consultations on expert issues,
- supervising and opposing bachelor's, master's and doctoral dissertation theses,
- examination in courses in bachelor's, master's and doctoral study programmes,
- participation in entrance examinations, open days and academic ceremonies,
- participation in committees for bachelor's examinations, state bachelor's examinations, state final examinations and state doctoral examinations,
- participation in the defence of bachelor's, master's and doctoral dissertation theses,
- guest lectures at foreign institutions,
- design and development of courses for bachelor's, master's and doctoral study programmes,
- design of study programmes and development of accredited study programmes,
- documentary processing of scientific sources for the department's activities and analysis of scientific literature, usually foreign language,
- preparation of doctoral dissertation and habilitation theses reviews,
- membership in habilitation committees,

- participation in expert committees at and outside VŠE,
- solving conceptual and organisational problems of the department, faculty and university,
- participation in scientific councils,
- active participation in scientific conferences at home and abroad,
- membership in national and international societies (professional associations, editorial boards, etc.),
- cooperation on scientific research tasks resulting from the plans of scientific research activities of the department according to the instructions of the task owner,
- creative application of basic research results,
- independent processing of parts of scientific research tasks resulting from the plans of scientific research activities of the department,
- responsibility for scientific and research tasks resulting from the plans of scientific and research activities of the department,
- organisation of work in scientific research resulting from the plans of scientific research activities of the department,
- active participation in the scientific research resulting from the plans of scientific research activities of the department,
- expert and assessment activities to scientific research tasks conducted at other institutions,
- conducting scientific research tasks resulting from the plans of scientific research activities of the department and financed from domestic sources,
- support for other activities of the department, usually of an organisational nature, related to the teaching process.

Scope of pedagogical activities:

Accredited study programmes

Qualifications and requirements:

University degree + appointment as associate professor.

Excellent oral communication, leadership of teams of students and co-workers, ability to resolve conflict situations and manage stress. Creative systems and conceptual thinking that influences the quality of teaching, research and other creative activities of the department.

Professor

10

Definition of work activities:

- preparation of teaching materials,
- teaching in seminars and lectures,
- leading seminars and delivering lectures,
- supervision of Ph.D. students,
- assessment of tests, pass credit papers and seminar papers,
- assessment of other work as directed by the department head or professor,
- assessment of tests, papers and student performance in the class,
- assignment of pass credit within the prescribed terms and forms,
- providing consultations on expert issues,
- supervising and opposing bachelor's, master's and doctoral dissertation theses,
- examination in courses in bachelor's, master's and doctoral study programmes,
- participation in entrance examinations, open days and academic ceremonies,
- participation in committees for bachelor's examinations, state bachelor's examinations, state final examinations and state doctoral examinations,
- participation in the defence of bachelor's, master's and doctoral dissertation theses,
- guest lectures at foreign institutions,
- design and development of courses for bachelor's, master's and doctoral study programmes,
- design of study programmes and development of accredited study programmes,
- documentary processing of scientific sources for the department's activities and analysis of scientific literature, usually foreign language,
- preparation of doctoral dissertation and habilitation theses reviews,
- membership in committees for habilitation and professor's appointments,
- participation in expert committees at VŠE, outside VŠE and abroad,
- solving conceptual and organisational problems of the department, faculty and university,
- participation in scientific councils,
- active participation in scientific conferences at home and abroad,
- membership in national and international societies (professional associations, editorial boards, etc.),
- cooperation on scientific research tasks resulting from the plans of scientific research activities of the department according to the instructions of the task owner,
- creative application of basic research results,
- independent processing of parts of scientific research tasks resulting from the plans of scientific research activities of the department,
- responsibility for scientific and research tasks resulting from the plans of scientific and research activities of the department,

- organisation of work in scientific research resulting from the plans of scientific research activities of the department,
- active participation in the scientific research resulting from the plans of scientific research activities of the department,
- expert and assessment activities to scientific research tasks conducted at other institutions,
- conducting scientific research tasks resulting from the plans of scientific research activities of the department and financed from domestic and foreign sources,
- support for other activities of the department, usually of an organisational nature, related to the teaching process.

Scope of pedagogical activities:

Accredited study programmes

Qualifications and requirements:

University degree + appointment as professor.

Excellent speech communication, leading teams of students and colleagues, leading research teams. Ability to resolve conflict situations and manage stress. Creative systems and conceptual thinking that influences the quality of teaching, research and other creative activities of the department.

Research staff

Types of work

Research Assistant

Wage grade

6

Definition of work activities:

Carrying out auxiliary research and development work under the guidance of senior research staff.

Qualifications and requirements:

Master's degree; for CTVS staff and foreigners – employees of language departments of the university in the bachelor's study programme (hereinafter referred to as "bachelor's degree").

Research Associate

7

Definition of work activities:

Independent execution of research and development work, work as a co-principal investigator of grants, ability to formulate research outputs and publish them in scientific journals and proceedings. Ability to actively participate in scientific conferences and seminars.

Qualifications and requirements:

Master's degree.

Independent Research Associate

8

Definition of work activities:

Successful work as a principal investigator of a grant, ability to lead a team of researchers from different departments, publication of own scientific results in domestic and foreign scientific journals and proceedings. Active participation in domestic and foreign scientific conferences and seminars. Active cooperation with teaching, shaping the pedagogical process and transferring the results of research for the benefit of teaching at VŠE.

Qualifications and requirements:

Master's degree + Ph.D. or CSc.

Senior Researcher I

9

Definition of work activities:

Successful completion of at least one grant as principal investigator, successful participation in at least one grant funded from abroad, publication of own scientific results in domestic and foreign scientific journals. Positive feedback on own scientific results. Active participation in domestic and foreign scientific conferences and seminars. Completed study stay abroad. Active cooperation with teaching, shaping the pedagogical process and transferring the results of research for the benefit of teaching at VŠE.

Qualifications and requirements:

University degree + appointment as associate professor.

Senior Researcher II

10

Definition of work activities:

Successful completion of at least two research grants as principal investigator, participation in other grants, including grants funded from abroad, extensive publication activity in scientific journals at home and abroad, positive feedback on own scientific results from home and abroad, authorship or significant co-authorship of at least one scientific book monograph. Active participation in domestic and foreign scientific conferences and seminars, membership in international scientific societies. Active cooperation with teaching, shaping the pedagogical process and transferring the results of research for the benefit of teaching at VŠE.

Qualifications and requirements:

University degree + appointment as professor.

Part II

Workers-operators

Types of work

Wage grade

Cloakroom Service

I

Supervision and operation of cloakrooms. Guarding against theft and damage.

Cleaner

I

Routine cleaning, dusting, room ventilation, garbage removal, cleaning of furniture and equipment, carpet cleaning with a vacuum cleaner, mopping floors and tiles with a wet rag, cleaning and disinfection of sanitary facilities, etc. Cleaning of all types of windows, including especially their dismantling, performing complex cleaning after painters, masons.

Worker

1

Individual work and work tasks of the same kind with objects (elements) forming a simple whole, carried out according to a precise task and with precisely defined outputs and with framework connections to other processes. Manipulative work with single objects, simple tools and instruments without links to other processes and activities. For instance, print shop worker, gardener, warehouse handler.

Cook

2

Production of a wide range of hot or cold meals, desserts, diet meals, their preparation for serving and dispatch. Responsibility for compliance with hygiene standards and technological procedures. Guiding apprentices in their practical preparation. Serving in canteens and similar catering establishments with possible collection.

Housekeeping Worker

2

Carrying out janitorial and housekeeping work, including minor maintenance. Carrying out routine janitorial work, operating heating, lifts, carrying out simple repairs of entire buildings and their equipment, carrying out specialist craft work in the repair and maintenance of smaller-scale accommodation facilities and technical equipment.

Operations Officer

2

Homogeneous work with a framework assignment and well-defined outputs, with a greater possibility of choosing a different procedure and with framework links to other processes (hereinafter referred to as "simple professional work"). Work with units and assemblies of several individual elements (objects) with a logical (purposeful) arrangement with partial links to other units (assemblies). Work involving simple working relationships. Independent sale of goods and hot meals in canteens and cafeterias, associated with plate preparation. Taking care of rooms, their accessories and inventory in international hotels, taking care of guests. Handling minor complaints, keeping a handy storage of linen and auxiliary material. For instance, salesman, maid, distribution of internal mail.

Professional Operations Officer

3

Diverse, framed work with assignments according to standard procedures, with defined deliverables, procedures and links to other processes. Directing simple routine and manipulative work and processes in variable groups, teams and other volatile organisational units and without subordination of a group of employees, associated with responsibility for damage that cannot be eliminated by own efforts and in a short time. Increased psychological demands resulting from the independent handling of tasks with a variety of specific phenomena and processes and with demands on imagination and predictability, ability to compare, attention and efficiency. Significant sensory demand. Typically, these are professional technical and operational positions that require professional qualifications (teaching certificate, certified examinations, etc.), e.g., driver, boiler room operator, electrician, etc.

Property Maintenance Technician

3

Diverse, framed work with assignments according to standard procedures, with defined deliverables, procedures and links to other processes. Carrying out maintenance, masonry, carpentry and gardening work, simple maintenance work of an electrical, mechanical, construction, carpentry, varnishing, painting and plumbing nature. Repair of more complex individual wood products, carrying out complex painting and varnishing work, repair of water and heating distribution systems, professional work requiring apprenticeship in the field or professional competence according to special regulations.

Technical and economic staff

Types of work

Wage grade

Receptionist

3

Arranging and providing accommodation in accommodation facilities and keeping the prescribed records and administration, managing and organising the work in the reception of the accommodation facility. Providing information to guests in foreign languages. Maintaining prescribed records, accounts and receipts and payment documents.

Secretary, Assistant

4

Providing information, organisational and record-keeping work for the secretariat of departments, divisions and other units of the university. Coordination of the work of individual departments, organisation of the head's programme, independent acquisition of documents and data through office and computer equipment.

Dormitory/Food Service Supervisor

6

Independently performing the agenda related to the provision of accommodation for students and hotel guests, organising the collection of dormitory fees, performing partial economic analyses, monitoring the development of costs, including proposals for measures in the area of VŠE FMD (SÚZ), managing the operation of the dormitory, proposing the conclusion of orders and contracts for work for repairs and service, proposes the dormitory budget and ensures compliance with budget costs.

Administrative Officer

4

Expert work carried out with complete stand-alone systems with possible subdivision into sub-systems and with links to other systems. The provision of a broader body of specialist work with a framework of inputs and a method of execution and defined outputs that are an organic part of wider processes. Directing and coordinating simple professional work. Working within complex systems with internal subdivision into coherent subsystems with close links to other systems and with internal subdivision outside the organisation. Demands on application skills and adaptability to different conditions, logical thinking and some imagination, e.g., performing some of the following activities:

- Preparation of documents for calculation of wages and wage compensation, settlement of wages, sickness benefits and other benefits provided to employees, calculation and implementation of deductions from wages, ensuring the agenda of income tax from dependent activities of employees, social and health insurance premiums, preparation and processing of employment law documents according to the documents, processing of employment law and wage documents, their classification and archiving.
- Separate accounting for receivables and payables, in the area of settlement relations (to customers, suppliers and employees) and settlement of taxes and subsidies, in the area of funds and resources, receivables and payables. Monitoring and recording the movement (financial transactions) and balance of funds in bank accounts and control of bank balances and cash. Carrying

out payment and settlement transactions with the bank. Making corrections to accounting documents. Stocktaking of assets and liabilities.

- Carrying out sub-specialised technical agendas or carrying out specialised operational and technical work, for example controlling the implementation of investments, carrying out input, intermediate and output quality control, managing and directing service and auxiliary production and operations, ensuring the operability and management of simpler technical and technological equipment and buildings.
- Arranging and managing agendas related to study and academic matters.

Professional Administrative Officer

5

Specialised professional work in which the subject matter is a complex independent system composed of several other related units or the most complex independent units. Coordination and direction of specialist work. Providing a complex of activities with generally defined inputs, framed outputs, considerable variation in solutions and procedures, and specific links to a wide range of processes (hereinafter referred to as 'system work'). The subject of the work is a complex system composed of separate heterogeneous systems with fundamental determining internal and external links. Coordinating and directing specialised professional work, e.g., performing some of the following activities:

- Handling the personnel and payroll agenda, including duties and communication with state institutions.
- Bookkeeping of the accounting unit, coordination of accounting for the state, movement and difference of assets and liabilities, costs and revenues, expenses and income and the result of management, including the preparation of financial statements and the maintenance of accounting books. Budgeting. Arranging financing, the financial resources agenda, clearing and payment transactions and lending. Analysis of receivables and payables.
- Independent handling of the tax agenda and tax proceedings with the tax administrator.
- Handling individual sections of business activities such as market research, purchasing and sales, costing.
- Management of large assets.
- Preparation of management analyses, management proposals, economic analyses for individual university units, directing the implementation of the plan and budgets in all areas of university financing, opening and controlling the use of the limit.
- Preparation of concepts of technical management, maintenance and renewal of tangible assets, coordination of management of tangible assets and investment construction.

- Organisation and coordination of foreign business trips and foreign visits, ensuring the operational and economic aspects of foreign relations, handling individual sub-professional matters with foreign partners, carrying out professional work in foreign business relations, searching for and securing foreign contacts, coordinating individual activities and areas of activity in foreign relations.
- Ensuring and monitoring the record keeping in the field of science and research, both in terms of funding provided and the use of this funding for approved projects.
- Ensuring occupational safety in hazardous work environments.
- Preparation of design documents for simpler assemblies and design solutions of simple products including determination of technical conditions.
- Preparation or implementation of small-scale investments or partial parts of large investments.

Independent Administrative Officer

6

Systematic works, the subject of which are sub-disciplines of activities with a broad scope. A complex of system activities with variant general inputs, framed outputs and unspecified methods and procedures with broad links to other processes (hereinafter referred to as 'system specialised work'), where the subject matter is fields of activity composed of systems with extensive external and internal links, e.g., performing some of the following activities:

- Developing concepts for organisational relations, HR and remuneration or employee training and education.
- Providing business activities, including development of programmes and implementation of international business relations. Sales organisation. Creation of price proposals.
- Development of accounting methodology.
- Ensuring the funding system.

Qualification requirement: bachelor's degree

Organization Management Specialist

7

Systematic specialised work whose subject matter is a set of disciplines or a field with extensive internal structure and external links. Comprehensive coordination and direction of systemic work. Activities with unspecified inputs, solutions and very broadly defined outputs with very broad linkages to other processes, creative

development and conceptual work and system coordination (hereafter referred to as 'creative system work'). The subject matter is a set of disciplines or a field with extensive internal structure and numerous linkages to other disciplines and with scope and impact on broad population groups or a set of otherwise challenging disciplines. Coordination and direction of systemic specialised work.

Discovering new techniques and methods and finding solutions in unconventional ways. Transferring and applying methods and techniques from other sectors and areas. Making decisions within highly combinable rather abstract and diverse phenomena and processes from different sectors and fields, e.g., performing some of the following activities:

- Determining the financial strategy of the unit, coordinating financial and other activities and ensuring balance in the resources and needs of the unit, developing pricing concepts.
- Creation of overall marketing strategies, marketing coordination of all activities. Preparation of marketing forecasts.
- Comprehensive provision of accounting, coordination of individual accounting departments, provision of preparation of financial statements, determination of ways of providing tax agenda, defining the subject of taxes and tax exemptions, determination of the way of providing tax bases and taxable performance of tax calculation, methodical management of the university unit in the field of accounting and taxes.
- Preparation of analyses and forecasts of the organisation's management, annual reports, including their evaluation for decision-making on the financial strategy of the university and its units, ensuring financing, optimal use of financial resources, coordination of financial and other economic activities, ensuring balance in resources and needs, methodical management of the university unit in the field of financing.
- Assessment of technical equipment and buildings in terms of operation, preparation and implementation of organisational, personnel, technical and material measures. Solving complex operational units with coordination of technical and economic work.
- Ensuring systematic relations with foreign countries, determining approaches to foreign partners, creating prerequisites for unifying conditions in individual areas of activities with foreign partners.
- Providing the processing of investment plans in accordance with the assignment of project preparation financing methods, processing cost budgets, taking over works, preparing the conclusion and implementation of contract amendments, verifying and ensuring the completeness of investment documentation, preparing minutes and protocols for the handover of buildings, ensuring the elimination of deficiencies during their implementation, ensuring approvals, coordinating and setting conceptual plans for large-scale investment activities, including the coordination of all

participants in the preparation and implementation of investment activities, claiming defects and controlling their elimination for the duration of the warranty period of the buildings.

- Dealing with commercial, civil, employment and other legal matters, drafting commercial, civil and employment contracts, dealing with individual cases of property and other claims, liabilities and receivables and securing and providing legal protection, representation in court in all litigation, drafting binding directives and materials in various areas of the university in terms of legislation.
- Providing tasks related to the implementation of internal audits, inspections, creating a plan of audit activities and auditor's activities, conducting investigations in a given area, preparing final materials evaluating the status of the audited matter and submitting it to the Rector.
- Coordination of the preparation and implementation of projects, communication with the relevant governing bodies, faculties and other departments of VŠE, organisational support for the complex process of administration, including the preparation of all types of reports, project changes and the resolution of irregularities.

Qualification requirement: master's degree

Managing Officer

8

Creative systematic work associated with management of a unit and activity with unspecified inputs, solutions and outputs with possible links to a range of other activities. Determining the business, commercial and financial strategy of the unit, coordinating financial and other activities and ensuring a balance in resources and needs of the unit.

Very high mental strain resulting from the high demands on creative thinking in a highly abstract plane with considerable variability and combinability of processes and phenomena and on the ability of unconventional systems thinking in the broadest context. For instance, unit directors, the Rector's Chancellor.

Qualification requirement: master's degree

Editor

6

Professional editorial, linguistic and stylistic work, independent discussion of themes, curricula, literary, artistic and cartographic works with authors and other

participants in the creative process, editorial activities in terms of economics, production and business.

In addition, the managing editor is responsible for other activities: conceptual development of plans for publishing activities, including management of editorial work and agendas, coordination of editorial activities in terms of economics, production and business.

Qualification requirement: bachelor's degree

Librarian

4

Provision of basic library and information services according to predetermined procedures. Providing agendas related to the protection of library collections, care of library collections. Organising and reviewing library collections according to established procedures. Provision of basic bibliographic and reference services using basic information resources. Providing full-time and absentee borrowing services, working with readers, running study rooms, basic outreach activities. Cataloguing in accordance with current standards and methodologies and creating new records at the level of the minimum bibliographic record. Creation of basic metadata of digital objects according to established procedures. Carrying out partial acquisition activities according to established procedures. Carrying out basic activities related to the digitisation of library collections and their subsequent processing.

Professional Librarian

5

Providing bibliographic and reference services in the full range of available print and electronic information resources. Cataloguing according to current standards and methodologies and creating new records at the level of the recommended bibliographic record. Professional management, organisation and evaluation of revisions of large or complexly structured library collections. Organisation of library services. Managing digital library content for the presentation of digital data. Providing national interlibrary loan or delivery services. Administration of an automated library system or digital library. Content preparation and implementation of information literacy instruction.

Librarian Specialist

7

Complex coordination work in the library and information field, solving complex conceptual and specialized system work with links to the national and international level, creation and operation of a complex electronic library based on advanced information technology. Profiling of the library collection of domestic and foreign documents in the required type and content composition and coordination of specialised acquisition activities. Providing specific information requirements for science, research and education. Creating special bibliographic and factual databases based on content analysis of documents. Lecturing activities, methodical preparation of teaching modules.

Qualification requirement: master's degree

Student Services Staff

4

Providing a comprehensive study agenda about a student in a given section of work in the Integrated Study Information System, e.g., performing some of the following activities:

- Ensuring the enrolment of students, organising the preparation and course of matriculation of students, organising the course of student teaching, organising, preparing and conducting admissions, preparing and organising graduation, communication with students.
- Preparation of the pedagogical part of the list of lectures according to the documents, ensuring the preparation of the appeal procedure against non-admission to study, preparation of documents for the reports of the Vice-Deans (Vice-Rector), keeping records of examinations and calculation of study averages, checking of study reports.
- Preparation of documents and proposals for the Vice-Deans (Vice-Rector) in study matters carrying out analyses and statistics for the superior authorities, handling requests for lifelong learning and for transfers from other faculties, ensuring study agendas.

Study Specialist

7

Providing a comprehensive study agenda about the student in a given section of work in the Integrated Study Information System. In addition, for example, providing counselling and analysis activities, complex tasks and management agenda, coordination of these works in the field of student affairs. Independently solving the

most complex conceptual and methodological tasks in the student affairs department.

Qualification requirement: master's degree

System Integrator

6

Responsible for IT and automation processes in the Integrated Study Information System. Independently analysing the deployment of information technologies and information systems at the faculty or other unit of VŠE, preparing documents for information systems, managing and coordinating the setup of the information system at the faculty/unit, influencing the time sequence of individual functions of the information system, methodically guiding employees for the correct use of the information system.

Qualification requirement: bachelor's degree

Faculty's Bursar

8

Managing the internal administration of a faculty within the scope set by the Dean's measure, according to Section 32 of Act No.111/1998 Coll., on Higher Education Institutions. Also, for example, organising activities of the faculty, carrying out control activities, developing complementary activities of the faculty, ensuring balance in the resources and needs of the faculty, coordinating joint actions with other faculties.

Qualification requirement: master's degree

Information Technology (IT) / AV Technician

4

Prophylactic inspections of computer equipment, ability to analyse basic faults and their possible elimination, installation, recovery and test operation of user computer equipment, routine maintenance, basic user training, creation of simple software applications including maintenance of SW products, supervisory and consultancy services in computer classrooms and study rooms.

Setting up and operating studio equipment, equipment for recording and transmission of sound and image, chains of audio-visual (hereinafter referred to as "AV") equipment for lecture halls and carrying out maintenance and repairs of these devices, technical support and implementation of the creation and production of

teaching aids and programmes, independent photographic work to ensure documentation and preparation of documents for printing, independent artistic and graphic work for the preparation of teaching aids, programmes and templates for printing using computer technology and complex scanning and copying equipment.

IT / AV Officer

5

Ensuring the correct functioning and operation of defined user sections of the information and communication infrastructure. Determining and organising the methods and procedures for the use of computer communication resources. Ensuring the protection, maintenance and updating of complex databases. Ensuring the management, functionality and security of the local network environment. Monitoring and diagnosing networks, defining and assigning addresses to users and connecting to other networks. Ensuring data security. Ensuring data integrity. Setting up databases. Providing service to users in the area of database management. Monitoring and setting parameters according to user requirements.

Locating and troubleshooting complex computer system equipment failures, liaising with suppliers, resolving hardware (“HW”) requirements in terms of operational requirements. Creating more complex network software (“SW”) applications, independent software development and maintenance, modifying more complex software applications to meet specific operational requirements, consulting students and staff on HW and SW in use.

Conceptual solutions for modernisation in the field of audio-visual technology, coordination of these activities throughout the university, revitalisation and commissioning of the AV technology complex, dealing with complex repairs and maintenance and creating conditions for trouble-free operation, implementation and management of the production of teaching aids and programmes for use in conjunction with AV technology complexes.

Independent IT / AV Technician

6

Coordination of the development of application software, design of its system components, external interfaces and databases, and ensuring its integration, including its testing and development of tests for verification for reduced or combined projects for the development of information and communication systems, software or information services that are independent of or have limited links to other information systems, or are combined with further external purchase and implementation of information systems or development of their operation and maintenance.

Providing administration of the computer system. Methodical guidance of users, defining their problems and solving them with all participants in the system administration. Ensuring new system settings, resolving access rights of specific users to enter the computer system applications. Ensuring operations during changes to information and communication systems projects or software, developing plans, standards and procedures for operational and maintenance changes, operational testing, preparing and implementing modifications and ensuring their integrity, and providing support to users. Designing and optimizing databases including protecting and maintaining them, creating new modules and new versions, resolving non-standard vendor issues, applying updates and changes. Building, administering and operating LANs and creating user applications for these networks and for individual workstations. Creating the concept of information and communication systems. Performing any of the following activities:

- Coordination of programming projects, creation of user programmes and management of network infrastructure with links to other systems, maintenance of complex system software, organisation of work of partial operation of computer systems and ensuring complex service, optimisation of the relationship between software and technical equipment, complex operational management and coordination of complex repairs of computer networks and their further development, training and consultation for end users, cooperation in solving technical and programming of research tasks, ensuring, managing or coordinating the operation of important agendas and their complex service, processing of documentation of computer products.
- Creation and development of complex computer systems, including development of operations and maintenance strategies, securing access to external data networks and services, technical and programmatic support of the university data network functions, design of security and backup systems and their implementation, and management and coordination of large-scale database administration, including design and administration of database management systems, complex administration of complex multi-user operating systems, including development of special parts, system-conceptual work with the expansion and implementation of the computing system, methodical direction of users, control of software copyrights, solving research and development tasks in the field of HW and SW.

Qualification requirement: bachelor's degree

IT / AV Specialist

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Creation of information and communication system concepts with extensive hierarchical structure and links to other information systems and extensive databases, where appropriate.

Development of new application software and computer systems, such as operating systems and their superstructures, programming tools, programming language development tools, multimedia systems, communication systems, information systems, database systems, scientific, scientific-technical, technical, engineering, graphic, office and other end-user applications, networks, databases. Designing new tools and means of implementation of these systems.

Qualification requirement: master's degree

PR Specialist/Spokesperson

6

Preparation of promotional materials, implementation of communication campaigns, organisation of participation of VŠE at educational fairs and other PR events.

Providing information, internal communication, communication with the public and the media, issuing press releases and announcements.

Qualification requirement: bachelor's degree

Bursar

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Managing the internal administration of the public higher education institutions and representing it to the extent determined by the Rector's measure, according to Section 16 of Act No.111/1998 Coll., on Higher Education Institutions. Also ensuring the operational activities of the university, analysis and control activities, methodically managing secretaries of faculties, setting the overall financial strategy, coordinating and setting the concept of large-scale investment activities on a university-wide scale.

Qualification requirement: master's degree