**Profile of Announced Position**

The announced **Associate Professor, 4th position**, included on the payroll of the **Business Sciences Department** of the **Faculty of Economic and Human Sciences, Miercurea Ciuc** of the Sapientia University in Cluj-Napoca consists of the following activities within a 40-hour weekly, respectively 1640-hour annual program:

* **Compulsory teaching obligation** of **9** hours of direct contact weekly,
* **Complementary activity in addition to the compulsory teaching obligation** of **12** hours/week, consisting of periodical and semester evaluation, directions for professional apprentice training, guidance for diploma works and thesis writing, consultations, student guidance/ tutorship, leading of scientific student circles,
* **Compulsory research obligation of 13 hours/week,**
* **Further professional and methodology training 6 hours/week,**
* **Activity for the benefit of the department, the faculty or the university.**

**Schedule:** the position does not have a fixed schedule, the organization of the weekly activities, respectively the elaboration of the personal program within the framework of the weekly 40 hours depend on the semester time-table of the students.

**Subordination and co-operation**: the fulfiller of the position is the subordinate of the head of department and co-operates with the colleagues working within the department and the faculty.

**Tasks and responsibilities:**

* Elaboration and planning of the activity during teaching classes and practical training (the programming of one’s own teaching activity);
* Organization and accomplishment of the teaching activity in conformity with the time-table;
* Elaboration of teaching materials;
* Drawing up and application of student evaluation instruments;
* Making use of optimal means of communication with students;
* Student training guidance: consultations;
* Guidance with study conclusion papers and theses;
* Participation in methodology further training activities in one’s own field;
* Organization of scientific research within the department and participation therein;
* Participation at national and international scientific events;
* Publishing of at least one teaching and/or scientific publication each year;
* Special duties within the department community (librarianship responsibilities, connections with the economic and social sphere, connections with schools etc.)

**The monthly remuneration in the form of salary** totals and amount of RON 2875