



**Call for candidates for a Research Project Assistant  
in the Department of Spanish and Latin American History and Culture, Institute of  
Iberian and Ibero-American Studies, Faculty of Modern Languages, University of Warsaw  
for the research project TEOTL  
“The concept of *teotl*: a complex approach to the principal religious category of pre-  
Hispanic Central Mexico”**

Planned duration of employment: 12 months (1 October 2023 – 30 September 2024)

Total gross salary: ca. PLN 2250

Number of posts: 1 (one-quarter of time)

**About the project:**

The main goal of the project TEOTL is to understand what was behind one of the basic religious categories of pre-Hispanic Nahua, referred to in the Nahuatl language by the term *teotl*. In order to comprehensively explore this issue, the project focuses on examining the following four research areas: 1) the so-called pantheon of Aztec gods; 2) the relationship between the category of *teotl* and other important religious categories (e.g., *tonalli*, *nahualli*, *ixiptla*, and others); 3) a philological analysis of the term *teotl* in collocations, relationships and discourse; 4) the use of the term *teotl* in colonial Christian Nahuatl discourse. Using a heterogeneous collection of textual and iconographic data, the project TEOTL will employ a novel combination of research methods at the intersection of traditional (ethnohistory, religious studies, art history, philology, linguistics) and digital humanities (network analysis). This hitherto unexplored research path will lead to a reconceptualization of our approach to the Nahua concept of the sacred and to its decolonization.

**Tasks description**

Participation in the TEOTL research team, including:

1. active participation in the design of the layout of the TEOTL project website (first three months of employment) and maintenance of this website after its launch throughout the entire period of employment;
2. setting up and maintaining of the TEOTL project accounts on Facebook and Twitter platforms;
3. support of all team members in the dissemination of information about the ongoing research and in communication activities aimed at both the scientific community and the general public (e.g., preparation of contents for the project website as well as Facebook and Twitter platforms in English, Spanish and, optionally, Polish; preparation of press releases);
4. maintenance of the TEOTL project mailbox;
5. organization of scientific and communication activities (including seminars, workshops) aimed at the scientific community, the general public and the Nahua community;
6. maintenance of the TEOTL project calendar and support of the Principal Investigator in coordinating the activities of team members (e.g., publication submission dates, travel dates, meetings, scheduled scientific and communication events, vacation dates);
7. support of all team members in the editorial process of scientific articles and monographs (e.g., formatting bibliographies, acquiring copyrights for photos and document excerpts);
8. support of all project members in administrative work (e.g., preparation of documentation and circulation of documents related to scientific trips, office purchases, tender inquiries).

**Qualification requirements**

Necessary requirements:

- higher education,
- knowledge of Polish language at the level of at least C1,



- knowledge of English at the level of at least B2,
- knowledge of Spanish at the level of at least B2,
- support of MS Office and Google Workspace software,
- basic knowledge of html language,
- operation of social media (Facebook, Twitter) and video conferencing software (including Zoom, Skype, Teams, Webex),
- very good work organization and time management skills,
- organizational skills,
- ability to work in a team,
- communication and networking skills.

**Additional strengths:**

- experience in writing scientific papers (knowledge of standards and format of scientific papers),
- Knowledge of the Law on Higher Education and Science and related legal acts,
- knowledge of the basics of public procurement procedures.

**Required documents:**

1. A letter of application (to the Rector of the University of Warsaw).
2. A copy of the M.A. Diploma.
3. A CV (in Polish or in English).
4. Cover letter (in Polish or in English).
5. Signed GDPR (General Data Protection Regulation) consent statement (“Information on personal data processing”, attached below).
6. An administrative questionnaire (Personal questionnaire for the person applying for employment – [document docx](#)).

All documents should be sent by e-mail to the following address: [teotl@uw.edu.pl](mailto:teotl@uw.edu.pl) under the title: “Call for TEOTL – Research Project Assistant”.

In the case the successful candidate does not accept the job offer, the hiring committee can offer the position to the next shortlisted person.

**Selection procedure**

- Application deadline: 25 August 2023.
- Application results: by 8 September 2023.
- The application process is conducted by the hiring committee in accordance with the regulations of the University of Warsaw. Shortlisted candidates may be invited for an interview, which will be conducted in person (or digitally, if needed) in August/September 2023.
- Candidates will be informed of the results via e-mail. Following completion of employment documents, a fixed-term employment contract will be signed with the selected candidate.
- The beginning of employment is planned for 1 October 2023.

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given and family name

## 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](mailto: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 law<sup>1</sup> (*given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment*) for the purposes of this recruitment process<sup>2</sup>, whereas other data<sup>3</sup> 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.*

<sup>1</sup> Art. 22<sup>1</sup> of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes);

<sup>2</sup> 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);

<sup>3</sup> 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<sup>4</sup> which may take the following wording:

*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*

The University of Warsaw shall be also processing your personal data in future recruitment processes upon your consent<sup>5</sup> which may take the following wording:

*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 ..... (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.<sup>6</sup>

#### 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.

#### 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.<sup>7</sup> Your data shall be protected under the standards of the Privacy Shield, accepted by the European Commission.<sup>8</sup> This shall guarantee an adequate level of data security.

<sup>4</sup> Art. 9 section 2 letter a GDPR;

<sup>5</sup> Art. 6 section 1 letter a GDPR;

<sup>6</sup> Art. 7 section 3 GDPR;

<sup>7</sup> <https://www.google.com/about/datacenters/inside/locations/index.html>

<sup>8</sup> <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.

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place and date

.....

applicant's signature



European Research Council  
Established by the European Commission



UNIVERSITY  
OF WARSAW  
Faculty of Modern Languages

