

FORM FOR EMPLOYERS

INSTITUTION Institute of Geological Sciences Polish Academy of Sciences (IGS PAS)

CITY Krakow, Research Centre in Krakow, IGS PAS Geological Museum

POSITION Assistant Professor - research staff member (included in the Institute's N number for evaluation purposes)

DISCIPLINE Earth and related environmental sciences

POSTED 10th July 2026

EXPIRES 13th August 2026

WEBSITE www.ing.pan.pl

KEY WORDS geological museum, geological collections, collection documentation, cataloguing, inventory, science communication, geological education, research projects

DESCRIPTION (field, expectations, comments):

The IGS PAS Geological Museum conducts research, documentation, exhibition and educational activities related to geological collections. The person employed as an Assistant Professor will combine the duties of a research staff member with the scientific study, documentation, cataloguing, provision of access to, and popularisation of the Museum's collections. The tasks will also include developing cooperation with research groups and laboratories, publishing research results, obtaining project funding and supporting the organisation of the Museum's operations.

Responsibilities:

The selected candidate will be responsible in particular for:

1. participating in the implementation of research work conducted by the Institute of Geological Sciences, Polish Academy of Sciences, within the scope defined by the direct supervisor;
2. actively participating in work on the collections of the IGS PAS Geological Museum and of other research groups or laboratories, with a view to achieving co-authorship of scientific publications;
3. presenting, in each approximately four-year evaluation period of the unit, at least three publications co-authored by the employee and affiliated with IGS PAS, with an impact factor above 1.0 (IF, according to Journal Citation Reports), constituting the employee's individual contribution to the evaluation of IGS PAS, not shared with another employee;
4. scientific study of the collected holdings;

5. organising the functioning of the Museum, including efforts to secure funding for museum, research, documentation and science communication activities;
6. preparing and cataloguing museum collections, including preparing collections for inventory, distinguishing and consolidating them; searching for bibliographic sources and assigning them to publications; determining the categories of collections and specimens; cleaning and securing specimens; preparing lists and specimen records; preparing electronic documentation;
7. accepting collections into the Museum in accordance with internal procedures;
8. making collections available and carrying out research queries;
9. photographic archiving of specimens and museum collections;
10. carrying out work related to arranging and making geological exhibitions available in the Museum and outside it;
11. duty shifts in the exhibition hall, conducting museum lessons and guiding groups;
12. conducting promotional activities for the Museum, including organising special events within the Museum or with the Museum's participation;
13. coordinating administrative needs related to the Museum's activities;
14. obtaining research projects from national and international agencies;
15. participating in departmental seminars and selected Institute seminars;
16. presenting the results of their research at seminars held at the Institute;
17. complying with work regulations, occupational health and safety rules, fire safety regulations, internal procedures and rules for protecting the employer's property and information;
18. performing other tasks assigned by the direct supervisor or a higher-level supervisor, in accordance with legal regulations and the employment contract.

Requirements:

- doctoral degree in exact and natural sciences, in the discipline of Earth and environmental sciences or in a related discipline;
- documented scientific achievements in Earth and environmental sciences, in particular related to geological material, geological collections or research conducted on collection material;
- experience in the scientific study, inventorying, cataloguing, documentation and preservation of geological or museum collections;
- ability to conduct or co-conduct scientific research leading to publications in international journals;
- ability to prepare grant proposals and acquire funding for research or museum activities;
- experience in making collections available, carrying out research queries, working with bibliographies and preparing electronic documentation;
- willingness to conduct exhibition, educational and science communication activities, including museum lessons, guided tours and special events;
- very good command of Polish, spoken and written, and good command of English sufficient to conduct scientific work and prepare publications;
- teamwork skills, independence, diligence, good work organisation and communication skills.

Preferred qualifications:

- experience working in a geological museum or in a scientific unit managing geological collections;
- experience in digitisation, photographic archiving and organising documentation of museum collections;
- experience in organising exhibitions, science popularisation events or cooperation with external audiences;
- experience in preparing grant applications, infrastructure projects, educational projects or science communication projects.

We offer:

- work at a scientific institute of the Polish Academy of Sciences, combining research activities with care for geological collections and science communication;
- a full-time employment contract;
- salary based on the IGS PAS Remuneration Regulations;
- non-salary benefits, including medical care and a MultiSport card;
- an extensive social benefits package, including co-financing for participation in cultural and sports activities and holiday subsidies;
- opportunities for professional development, including participation in training, seminars and research projects.

Required documents:

1. Cover letter with contact details of 2 potential referees;
2. Curriculum Vitae;
3. List of publications;
4. Scan of the doctoral diploma or another document confirming the doctoral degree;
5. Other documents confirming qualifications and experience, in particular in research, museum, documentation, science communication or grant activities (optional);
6. Signed Information Clause and Consent Clause (GDPR) - available on our website – [GDPR – ING PAN](#)

Please remember to put a proper competition code in the title of your e-mail – **"AssistantProf_GeologicalMuseum"**. It is very important to properly assign your application (as we have a few competitions open).

Selection procedure:

Employment will start no later than 1st September 2026. The decisive criteria for positive consideration of applications will be: meeting the competition requirements, assessment of scientific achievements, experience in working with geological or museum collections, organisational, science communication and grant competencies, and the match between the candidate's experience and the scope of duties of the position. Applications will be assessed by an independent selection committee. IGS PAS reserves the right to contact selected candidates.

Applications containing a cover letter, current CV and the remaining required documents, with particular attention to the above requirements, should be submitted by e-mail to: m.godzwon@twarda.pan.pl by **13th August 2026** with the e-mail title: **"AssistantProf_GeologicalMuseum"**.

For further information, please contact: prof. dr hab. Stanisław Mazur ndmazur@cyf-kr.edu.pl.

Please attach the signed Information Clause and Consent Clause to the documents (available on the website - [GDPR – ING PAN](#) consents).