

Selection Procedure for the Position of the Czech Rectors Conference Secretariat Assistant

Czech Rectors Conference is looking for assistant for the auxiliary office administration and organizational activities. This is a job for the period of maternity and subsequent parental leave of the current assistant. The necessary conditions for applicants are: Professional or university bachelor degree, knowledge of spoken and written English and PC skills. Salary: 16-18 thousand CZK per month.

Only application forms with hand-written biography sent not later than on 31 January 2015 to the following address will be accepted as a part of the selection procedure:

**Czech Rectors Conference Secretariat
Selection Procedure
Masaryk University
Žerotínovo nám. 9
CZ-601 77 Brno**