



WHist-K-2023-12

**Call for candidates for a research assistant**  
**in the Department of Ancient History, Faculty of History, University of Warsaw**  
**for the research project STONE-MASTERS**  
**„Masters of the stone: The stonecutters’ workshops and the rise of the late antique epigraphical cultures (third-fifth century AD)”**

**Planned duration of employment:** 48 months (1 October 2023 – 30 September 2027)

**Total gross salary:** ca. PLN 8,950.00 (in the case of full-time employment. In the case of part-time employment, the salary will be proportionally reduced.)

**Name of the position:** research assistant

**Scientific discipline:** history

**Number of posts:** 1 (full-time or at least 80% contribution)

#### About the project

The main objective of the STONE-MASTERS project is to provide a complex answer to the question about the reasons for the great transformation of Roman commemorative traditions in the realm of epigraphy. In order to pursue the matter further, an atlas illustrating a highly regionalized network/stemma of workshops, identifying places of origin for the inscriptions from the third–fifth century, will be built in the project framework. The methodologies of workshop studies developed for other crafts and periods (in particular for early Greek vase painters, and for scribes and *scriptoria*) will be adapted to the needs of the Graeco-Roman epigraphy. These actions will bring to light the actual actors behind the production of inscriptions – artisans and workshops – as primary agents of top-to-bottom cultural transfer and, in consequence, will shape a whole new understanding of bringing elitist culture to the middle and lower classes.

Due to the complexity of the main task, the following sub-goals have been defined and marked on the project timeline:

1. Identifying workshops and artisans involved in the making of ordinary inscriptions between the third and fifth century AD.



2. Identifying the authors of inscribed texts, which includes Sub-goal 2a: identifying authors of unique texts: e.g., poems written to order, funerary epigrams, legal texts, etc.; and Sub-goal 2b: identifying and reconstructing the contents of model textbooks used by stonecutter workshops in order to compose 'mass-produced' inscriptions.
3. Building a digital instrument, the Digital Atlas of Workshops in Epigraphy (DAWE), to contextualize different types of evidence (on people, workshops, model textbooks, time and geographical range of their occurrence) and to track correlations.
4. Assessing the impact of the changes taking place in the workshop culture of the third-century and later on the Romans' approach towards imaging their own past.

The successful candidate will be trained to use digital tools and programs developed specifically for the project.

#### Tasks description:

- Gathering the epigraphical data from the Eastern part of the Later Roman Empire, filtering the meaningful evidence and inputting the evidence into the Digital Atlas of Workshops in Epigraphy (DAWE).
- Searching the Greek literary sources for names and descriptions of activities of stonecutters and mosaicists.
- Co-organization of project events (panels, conferences, workshops).
- Publication of papers relevant to the topic of the project in international journals, under the guidance of the Principal Investigator.
- Participation in globally attended congresses and international seminars pertinent to the project scope, as well as in workshops and summer schools organized on the project.
- Dissemination of the news on the project progress in social media.
- Giving talks to high-school students to foster an interest in epigraphy, archaeology, and the study of Classics.
- Participation in the weekly team meetings (in person or via video communicators) discussing the work progress.



### Expectations:

- BA or MA with a specialization in ancient history, archaeology, epigraphy, or history of art or a declaration that the candidate is expected to hold BA or MA on 30 September 2023.
- Basic knowledge of ancient Greek or readiness to enroll in an intensive course of this language.
- Modern languages: fluency in English; working knowledge of German, French, and Italian (ability to read and summarize texts). Knowledge of Polish is **not** required.
- Ability to move to Warsaw for the duration of the project.
- In the case of full-time employment, the successful candidate will be expected to devote 40 hours per week to project tasks. In the case of part-time employment, the number of hours will be proportionally reduced.

### An additional advantage will be:

- Working knowledge of Coptic or Syriac.
- Experience of team work, good cooperative skills.

### Selection procedure

- Application deadline: 3 August 2023.
- Application results: by 20 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 digitally in August or 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.

### Required documents:

1. The candidates should meet the conditions set out in the Act of July 20, 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 741) and the Statute of the University of Warsaw (Resolution No. 443 of the Senate of the University of Warsaw of June 26, 2019, Monitor item 190) A letter of application (to the Rector of the University of Warsaw) – [statement](#).



2. A copy of the MA Diploma or a relevant document or a declaration that the candidate is expected to hold BA or MA on 30 September 2023.
3. A CV and list of publications (in English).
4. Cover letter (in English) emphasising the experience useful for the project's objectives.
5. Signed GDPR consent statement ("Information on personal data processing", attached below).
6. An administrative questionnaire ("[Personal questionnaire for the person applying for employment – document docx](#)").
7. Please include in your application the following statement: "I am familiar with the conditions of conducting a call for the position of an research assistant at the University of Warsaw ([Decree No. 106 of the Rector of the UW of 27 September 2019, paragraph 1, point 4](#))."

All documents should be sent by e-mail to the following address: [dziekanat.wh@uw.edu.pl](mailto:dziekanat.wh@uw.edu.pl) under the title: "Konkurs Whist-K-2023-12".

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



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given and family name

### **Information relating to personal data processing**

#### **Data Controller**

The University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw, as the employer, is the Controller of your personal data processed as part of the recruitment process.

You can contact the Controller:

- via mail: University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw (indicate the organizational unit that is the addressee of the correspondence);
- by phone: 22 55 20 000.

#### **Data Protection Officer (DPO)**

The Controller has appointed a Data Protection Officer (DPO) who may be contacted via e-mail at: [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl). You may contact the DPO in all the matters regarding the processing of your personal data by the University of Warsaw and executing your rights related to personal data processing.

However, the DPO's duties shall not include other matters, such as conducting job recruitment, receiving recruitment documents, providing information on ongoing job recruitment.

#### **Purpose of and legal basis for processing**

Personal data of job candidates will be processed only for the purposes of recruitment.

Your personal data within the scope indicated in the labor law<sup>1</sup> (*name(s) and surname, date of birth, contact details provided by you, education, professional qualifications, professional experience*) will be processed for the purposes of conducting the ongoing recruitment procedure<sup>2</sup>, while other data<sup>3</sup> will be processed based on your consent, which may have the following wording:

*I hereby agree for the University of Warsaw to process my personal data included in (e.g. CV, cover letter or other documents attached) for the purposes of my participation in the recruitment process.*

<sup>1</sup> Article 22<sup>1</sup> of the Labor Code Act dated 26 June 1974 (Polish Journal of Laws of 2018, item 917 as amended);

<sup>2</sup> Article 6(1)(b) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119 of 4 May 2016, p. 1 as amended) (hereinafter referred to as the GDPR);

<sup>3</sup> Article 6(1)(a) of GDPR;



If documents include the data mentioned under Article 9(1) of the GDPR (special categories of personal data), you need to consent to their processing<sup>4</sup>; such consent may have the following wording:

*I hereby agree for the University of Warsaw to process special categories of personal data mentioned under Article 9(1) of the GDPR that were included in (e.g. CV, cover letter or other documents attached) for the purposes of my participation in the recruitment process.*

If you agree, the University of Warsaw will process your personal data also as part of future recruitment of employees<sup>5</sup>; such consent may have the following wording:

*I hereby agree to the processing of my personal data for the purposes of future recruitment conducted by the University of Warsaw over the next nine months.*

You can withdraw the abovementioned consents at any time by sending an e-mail to:

[dziekanat.wh@uw.edu.pl](mailto:dziekanat.wh@uw.edu.pl).

Please also be reminded that withdrawal of your consent shall not affect the lawfulness of processing based on your consent before its withdrawal<sup>6</sup>

#### **Data retention period**

Your personal data collected as part of an ongoing recruitment process will be stored for three months from the end of the recruitment process.

If you consent to the use of your personal data for the purposes of future recruitment, your data will be used for the period of nine months.

#### **Data recipients**

Access to your personal data will be provided to authorized employees of the Controller who must process personal data as part of their professional duties and tasks.

#### **Data transfers outside of the European Economic Area (EEA)**

Your personal data shall be made available to authorized parties pursuant to the provisions of law. You can enroll with the use of Google Forms. Your data shall be processed by Google, our G-Suite for education service provider at their data processing centers.<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.

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<sup>4</sup> Article 9(2)(a) of the GDPR.

<sup>5</sup> Article 6(1)(a) of GDPR;

<sup>6</sup> Article 7(3) of the GDPR.

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

<sup>8</sup> <https://www.privacyshield.gov>



## Rights of data subjects

According to the principles specified by the GDPR, you have the right to:

- access your data and receive its copy,
- rectify (correct) your personal data;
- restrict personal data processing;
- erase personal data (subject to Article 17(3) of the GDPR);
- lodge a complaint with the President of the Personal Data Protection Office if you believe that the personal data processing violates the law.

## Information on the data provision requirement

Provision of your personal data within the scope resulting from legal regulations is necessary for participation in the recruitment procedure. Providing other personal data is voluntary.

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(place and date)

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(applicant's signature)