



## Palacký University Olomouc

### Department/division: Department of Sustainability (“Green Office”)

The Department of Sustainability was established in May 2021. It implements sustainability principles in daily operation of the university. It is currently preparing sustainability strategy of the university. It organizes educational events, workshops, swap clothes and charity events and cooperates with faculties, other departments and students and external partners.

**Position title:** Trainee at the Department of Sustainability

**Position purpose:** To help the Sustainability Coordinator with research and analysis in different fields, data collection and processing, cooperation with universities abroad and preparation of events. Improve trainee’s knowledge and skills in sustainability management of institutions.

### Duties and responsibilities:

- Supporting the department in all activities related to sustainability
- Data processing and assessment
- Administrative support
- Communicating with colleagues and partners inside/outside the university
- Presenting ideas and projects

### Qualifications

#### Field/s of study:

- Environmental sciences

**Level of study:** bachelor, master

#### Professional competences:

- Basic knowledge of sustainability
- Knowledge of SDGs
- Knowledge of circular economy
- Experience in reporting very welcome
- Experience in strategy planning very welcome

#### Key competences/Language skills:

- English – B2-C2 – Upper intermediate-Proficiency (Required)

#### Key competences/Computer skills:

- Word processing, Spreadsheets, Presentation – Independent user

#### Key competences/Other:

- Communication
- Critical and analytical thinking



- Planning and organizing
- Teamwork
- Interpersonal skills
- Initiative
- Flexibility/adaptability

## How to apply

Please send CV and cover letter (in English) to Zuzana Huňková, zuzana.hunkova@upol.cz at least 2 months before planned traineeship start.

## Facts

**Economic sector:** Tertiary education

**Size:** staff 2 001 to 5 000

**Working language/s:** Czech, English, Italian

**Type of work placement:** Traineeship

**City/Country:** Olomouc/the Czech Republic

**Earliest start date:** 16/05/2022

**Latest start date:** 01/06/2023

**Duration:** 6 weeks – 3 months

**Working hours:** 35 hours/week

**Remuneration:**

**Financial contribution:** 0 EUR/month

**Contribution in kind:** none

## Application

**Required application documents:** CV, cover letter (in English) to be sent to Zuzana Huňková, zuzana.hunkova@upol.cz

**Application deadline:** at least 2 months before planned traineeship start