**DVIP/DTAP job advertisement**

# **Tools, guidelines and inspiration** (if the link does not work: right-click on ‘Click here’ and select ‘Open link’)

# **Information needed in Emply Hire**

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| **Heading for the advertisement**  E.g.: *[Position] in [field]* | [Type heading here] |
| **Unit number**  Please ask the department secretariat and/or check the [guide to organisation units](https://mit.au.dk/guide/index.cfm?sp=en) |  |
| **Academic contact person/grant recipient** |  |
| **Job type**  See next page and contact HR if you have questions |  |
| **Number of positions available** |  |
| **Hours per week[[1]](#footnote-2)** |  |
| **Expected start and end date** |  |
| **Divisional financial statement** |  |
| **Project number** |  |
| **Aktivity number** |  |
| **Chairman of appointment committee** |  |
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| **TO HR – For SUL positions:**  Insert section on the type of remuneration under the formal requirements in Emply Hire | Employment is in accordance with the collective agreement for student teachers at universities, etc. Concluded between Ministry of Finance and the National Union of Students as well as the Association of Danish medical students. You are paid as a [CHOOSE JOB TYPE]. |

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| **DVIP/DTAP stillingstyper** NOTE! It is a complex area – Contact HR if you are in doubt | |
| **DVIP** | |
| * 341 Part-time lecturer | A part-time position whose main content is teaching. Employment as a part-time lecturer presupposes either:  – Relevant practical experience at a high level which has not been achieved through a university, academic appointment, or  – Employment in a scientific main position at another university.  The qualification requirement is master’s degree level. |
| * 342 Teaching assistant | A part-time position involving independently undertaking teaching assignments, usually of elementary grade or teaching, which complements teaching undertaken at assistant professor, associate professor, or professor level.  The qualification requirement is master's degree level. |
| * 347 Student instructor / teaching assistant / student teacher | Performs tasks that supplement teaching at assistant professor, associate professor or professor level or the equivalent level.  Normally, the student must have passed the first two years of a relevant bachelor’s degree programme or similar level.  Other students may be appointed if the department assesses that the person in question is academically qualified to perform the position. |
| **DTAP** | |
| * 511 Unskilled clerical employee (HK)[[2]](#footnote-3) | Administrative tasks such as telephone service, meeting preparation, reception work, accounting tasks, calendar management, photocopying and light case handling. Remuneration with hourly pay as a student for a maximum of six years.  The qualification requirement is enrolment at an institution of higher education. |
| * 512 Student assistant (SUL) | Practical tasks in study rooms, IT rooms and libraries, supervision of collections or maintenance of material and samples for use in teaching and research. All work assignments must be aimed at students.  The qualification requirement is enrolment at an institution of higher education. |
| * 521 Hourly-paid member of IT staff | As a rule, max. 1 year of employment on hourly pay – then monthly paid. Unless it can be documented that the student's tasks are NOT comparable with the work of a graduate IT employee.  NB! IT work in study rooms = SUL student assistant  NB! If hiring for 8 or fewer working hours (paid hours) per week, an agreement must be made between the parties of the collective agreement according to PROSA Agreement §2 para. 2 before posting. |
| * 532 Student Counsellor (SUL) | Supervision and guidance of students and potential students.  The qualification requirement is enrolment at an institution of higher education. |
| * 534 Special assistant (Særlig medhjælp) | Disability companion, support teacher, observer, station keeper, and office aid |
| * 535 Hourly paid TAP (other) (Timelønnet øvrig TAP)[[3]](#footnote-4) | E.g. hourly-paid laboratory workers[[4]](#footnote-5), unskilled administrative officers[[5]](#footnote-6), cleaning assistants, cleaners and service assistants, etc.  In general, it is only possible to hire on an hourly basis if:   * The employment is for replacement during holiday, illness, etc. or to other temporary employment AND * If the employee is not comparable to a full-time or permanent employee, or if this is justified on objective grounds.   Cleaning assistants, cleaners, and service assistants:  Can be paid by the hour until they have six months' salary seniority, after which they must be paid by the month, cf. OK Section 2 (3). |
| NOTE! Hourly paid employees who have completed a Bachelor of Engineering programme | Is the work conditional on the Bachelor of Engineering degree?  *Yes = Monthly paid academic employee - position type 451*  Is the work actually for an unskilled clerical employee (Administrative tasks)?  *Yes = hourly-paid unskilled clerical employee (HK) - position type 511*  Is the work IT related (at least 50% programming)?  *Yes = hourly-paid member of IT staff - position type 521* |

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| **Publication** (Publication of the job advertisement is paid for by the project/department – note that a handling fee will be charged regardless of the selected publication platforms) | |
| **Obligatory job portals:** | [www.au.dk](http://www.au.dk)  [www.jobnet.dk](http://www.jobnet.dk) |
| **Additional job portals:**  *Please tick the boxes next to the portals you want to use* | [AU Jobs LinkedIn page](https://www.linkedin.com/showcase/au-vacant-positions/?viewAsMember=true) (free of charge - Please provide picture and name of copyright – otherwise, we will use a standard AU picture).  *Name of those who need easy access to share directly on LinkedIn:*  [www.linkedin.com](https://www.linkedin.com/talent/post-a-job?trk=flagship3_job_home) (Paid version – for more views )  Other job portals: |
| Some media[[6]](#footnote-7) sell publication periods of a certain length (e.g., 30 days).  If the position is advertised for a longer period of time, it must be published: | Throughout the period (purchase of several publication periods).  From the time of publication onwards (purchase of one publication period)  Up to the application deadline (purchase of one publication period) |
| **Do you want HR to obtain a cost estimate, incl. handling fees, for the job portals selected, for your/the department head's approval?**  Only relevant if you advertise through non-obligatory job portals. Note that you will be charged DKK 178[[7]](#footnote-8) for requesting a cost estimate if the job is subsequently advertised | Yes |

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| **Template for the job advertisement** | |
| Fill in the right-hand column. Use the suggestions or write your own text, and delete the remaining | |
| **Heading** | **[Type heading here]** |
| **Teaser**  The first section of the job advertisement should include the place of work, the duration of employment and the start date of employment  This text will automatically be used as a teaser on various job portals, e.g. Jobindex and LinkedIn | Are you passionate about and can you contribute to the development/operation of ? at Aarhus University is looking for a from or as soon as possible. This is a .  ..  at Aarhus University is looking for a skilled for . We need a new colleague from or as soon as possible thereafter. |
| **Expected start date and duration of employment**  HR must receive the case from the departments/centres (via the Medarbejderstamkort (MSK)employee registration system) at least:  • 30 days before the start date for Danish citizens  • 60 days before the start date for EU citizens  • 90 days before the start date for non-EU citizens  In general, employments should start on the 1st or the 15th of a month and should be of at least six months' duration | **Expected start date and duration of employment**  This is a –year position from or as soon possible.  ..  This is a fixed-term position to end on . |
| **Tasks**  Which aspects of the position should be highlighted in particular? What makes the position attractive, and what will interest the target group?  Combine text with brief bullet points to describe the primary, prioritised tasks in the position. | **Job description**  This section may include topics such as:   * You will be contributing to/establishing/developing ... * You will be working primarily with ... * The position will focus on aspects of/elements of ... * You will be involved in ... * These activities will be in close collaboration with ... |
| **Qualifications**  Describe the professional and personal qualifications particularly important in connection with this position  You can combine text with brief bullet points. Start with formal requirements and experience  Be specific about the position and the tasks involved. Clearly state what is important and what is an advantage | **Your profile**  This section may include topics such as:   * Experience in the use of/carrying out/handling ... * Collaboration and/or management skills * Communication and/or language skills * Personal skills   *NOTE! In case of positions other than unskilled clerical employee (HK) or SUL positions, you cannot write that you are looking for a student, as all other hourly-paid positions must be able to be applied for and filled by non-students (you may choose to offer a student the hourly paid position if the person in question is best qualified).* |
| **Who we are/about us**  Boast but do not exaggerate. Be specific about strategy, goals, work environment and culture | **Who we are**  Description of the department/centre(the department secretariat or your immediate supervisor in the administrative centre may be able to help)    Insert additional text describing the section/research group, if relevant. Add a link to the department/centre website |
| **What we offer** | **What we offer**  This section may include topics such as:  The department/centre offers:   * a well-developed research infrastructure, laboratories and access to shared equipment * an exciting interdisciplinary environment with many national, international and industrial collaborators * a work environment encouraging lively, open and critical discussion * a work environment with close working relationships, networking and social activities * a workplace characterised by professionalism, equality and a healthy work-life balance |
| **Place of work and area of employment**  Select one of the text sections to the right and delete the other | **Place of work and area of employment**  The place of work is at , and the area of employment is Aarhus University with affiliated institutions.  If there is more than one place of work, use the following text:  **Place of work and area of employment**  The position includes two permanent workplace addresses in Aarhus and respectively. The attendance at each workplace address is by agreement with your immediate supervisor. At the time of employment, the distribution between the workplace addresses is expected to be days with place of employment in Aarhus and days with place of employment in . In Aarhus the place of work is . In the place of work is . The area of employment is Aarhus University with affiliated institutions. |
| **Contact information** | **Contact information**  For further information, please contact: , , , *.* |
| **Deadline for application**  The application period is minimum 2 weeks.  The deadline for application should not fall during weekends, public holidays or other holidays. This is to ensure that staff is available in case of technical problems with the recruitment system. | **Deadline**  Applications must be received no later than . |
| The system will automatically insert information about:  Contact HR for the precise wording or check other [current job advertisements](https://international.au.dk/about/profile/vacant-positions/) | |
| **Formalities and salary range** | * Salary and terms of employment according to the relevant collective agreement   + NOTE! For SUL appointments, HR inserts information about the form of remuneration * All interested candidates are encouraged to apply, regardless of their personal background. * All applications must be submitted via the Aarhus University recruitment system. |
| **Aarhus University** | A general description of Aarhus University |
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| If you have comments to the template, please send an email to [HR.Nattech@au.dk](mailto:HR.Nattech@au.dk). | |

1. Remember to include collective agreement-specific preparation time on SUL appointments. [↑](#footnote-ref-2)
2. Consider whether it should be possible for candidates who are not enrolled students to apply for the position, as the advertisement must be adjusted accordingly. [↑](#footnote-ref-3)
3. Consider whether it should be possible for candidates who are not enrolled students to apply for the position, as the advertisement must be adjusted accordingly. [↑](#footnote-ref-4)
4. NOTE! Unskilled laboratory technicians may be employed on hourly pay for three months with the option of a two-month extension in special cases. [↑](#footnote-ref-5)
5. NOTE! Unskilled administrative officers may be employed on hourly pay for three months with the option of a two-month extension in special cases. [↑](#footnote-ref-6)
6. Does not apply to posts on au.dk, jobnet.dk and AU Jobs LinkedIn [↑](#footnote-ref-7)
7. The price per 23 March 2021 [↑](#footnote-ref-8)