

Information for Applicants for Assistant Professor Positions at ELTE GTK

This document contains information on the following details concerning the currently open positions:

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1. The employer

The predecessor of today's **Eötvös Loránd University (ELTE)** was founded as a catholic university for teaching Theology and Philosophy in 1635. By the second half of the 19th century, the University developed into a centre of modern higher education in today's sense, covering nearly every scholarly field. In 1950 the university adopted its present name, that of Loránd Eötvös, the world-famous physicist and professor. Today, Eötvös Loránd University is internationally recognised, and the degrees issued by Eötvös Loránd University are acknowledged worldwide, and its course credits are transferable in all countries of the European Union.

The university has nine faculties: Education and Psychology, Humanities, Informatics, Law, Primary and Pre-School Education, Science, Social Sciences, the Bárczi Gusztáv Faculty of Special Needs Education, and Economics, the youngest addition to the university. The current number of students is close to 36,000 and ELTE has an academic staff of nearly 2,000 highly qualified teachers and researchers. Over the last one hundred years, Eötvös Loránd University has had many world-famous scientists and four Nobel Prize laureates among its teachers and alumni. For more information, visit the [university webpage](#).

The Faculty of Economics (ELTE GTK), which was founded as an institute in 2017 and became a faculty in 2021, is the most rapidly growing, and highly innovative faculty of Eötvös Loránd University. In just a few years of its existence, it has become a defining centre of Economics teaching in Hungary as it is the largest and most popular institution for Master's and MBA training in the country. It is also among the top centres for academic excellence in the bachelor's trainings, with quickly increasing international visibility for the two English bachelor's degrees: International Business Economics (IBE) and Finance and Accounting (FA). Further two bilingual bachelor's, five Hungarian master's (including an MBA) and doctoral programmes at the Doctoral School of Management complete the Faculty's academic offer. Student numbers have recently topped seven thousand, including more than 150 international full-degree students and well over 50 incoming mobility students per academic year from all over the world. GTK's highly qualified faculty have decades of teaching experience and close collaborations with international partners and organisations.

ELTE GTK is the first member of the Business Graduates Association ([BGA](#)) in Hungary, has earned a 4-Star Recognition by [EFQM](#) (European Foundation for Quality Management) and its Association of Chartered Certified Accountants ([ACCA](#)) accreditations allow some students to be exempted from certain ACCA exams.

Further information on the faculty is available on its [English-language webpage](#).

2. Candidate Qualifications

Strong candidates for the position will demonstrate the following skills, experience & qualifications,

- university degree and PhD in the fields listed in the individual job advertisements.
- in-depth knowledge of the relevant field
- hands-on professional experience related to field of application
- commitment to learning and development, supportive and encouraging attitude to students, ability to inspire and engage students using appropriate teaching techniques
- readiness to use previous research experience to enhance the department's research strategy and goals
- excellent knowledge of English (C1 level or above) appropriate for teaching and research
- collaboration and coordination skills in relation to the career stage, ability to work in a team
- precision, task-oriented approach, proactive attitude
- ability to work under pressure and to prioritise to meet deadlines
- loyalty to institution, positive attitude to colleagues and students
- commitment to personal development and updating of knowledge and skills
- familiarity with MS Office and other programmes (Outlook, Word, Excel, Lotus Notes workflow software).

Additional preferred skills and experience include:

- proven (international) track record in teaching large and small groups of students, using various teaching and assessments methods appropriate to the needs of international cohorts exceptional presentation and (written and oral) communication skills
- evidence of previous research and publishing in English in (top international) academic journals
- acquaintance with teaching platforms (Moodle, Canvas) and the Panopto video platform
- stress tolerance

The required length of experience depends on the individual positions and is specified in the given job descriptions.

3. Benefits

Being a flourishing and forward-thinking faculty, ELTE GTK offers an excellent physical and intellectual working environment to academics who love challenges and are committed to building a supportive international environment including faculty, staff, and students.

The incomparable physical environment is best represented by the faculty's buildings situated in the historic city centre of Budapest, which are both architecturally pleasing and purposefully modernised, and house state of the art, air-conditioned classrooms, and offices. The Faculty runs both a Video Library (where students can watch recorded classes when revising for midterms and exams) and an Exam Centre with close to 200 computer stations where nearly 200,000 midterms and exams take place every semester.

The most convincing reasons for working at ELTE GTK are its innovative approach and the strong sense of collegiality which prevails throughout the institution. All new colleagues are cordially welcome and extensively supported during their integration into the community of the Faculty of Economics. While work is plentiful at ELTE GTK, it is also inspiring and allows academics to be creative and resourceful and still maintain a healthy work-life balance.

ELTE GTK values equality and diversity and encourages qualified applicants, regardless of their background, to apply for open positions.

4. Location

Teaching and other activities take place in ELTE GTK's buildings on and near ELTE's Trefort Campus in the city centre of Budapest. All classrooms, offices, and common areas in the historical building have been renovated to the requirements of modern education. All the rooms are air conditioned, and state-of-the-art technology make teaching and assessment a unique experience for instructors and students alike.

The faculty's official address is Building Q, 1088 Budapest Rákóczi út 7. Information on access including city-centre and campus maps is available at: <https://gtk.elte.hu/en/reachcampus?m=8781> and <https://gtk.elte.hu/en/contact-us>.

5. Application: procedure and requirements

As a first step in the application process, academics interested in a position after reading the particular details, are asked to submit the following documents attached to one email to Mr Zoltán FORTUNA, at fortuna.zoltan@gtk.elte.hu by **midnight on Tuesday, 30 April 2024**. The subject line of the email should read: "Application for assistant professor post in AREA", where AREA refers to "Management", "Business Statistics", "Taxation", etc. as identified in the job advertisement.

Required documents:

- i. Curriculum Vitae with details of teaching experience and publication history
- ii. motivation letter
- iii. copy of degree and PhD document
- iv. copy of English language proficiency exam for non-native English speakers
- v. proof of clean criminal record/ certificate of good conduct (erkölcsi bizonyítvány for Hungarian citizens and for residents in Hungary)

Preferred additional supplement: 2-3-references

The interview, final decision, and employment commencement dates are specified in the individual job descriptions.

6. Further information

The links embedded in the text above provide ample information on ELTE GTK and ELTE. The central English-language faculty webpage is <https://gtk.elte.hu/en/>. Applicants can gain knowledge on GTK's governance, faculty structure, teaching strategy, programmes, etc. in the various sections of the webpage, while articles provide a glimpse into GTK students' vibrant life.

The procedure for the evaluation of applications is governed by the relevant provisions of ELTE and the Faculty of Economics (ELTE GTK).

Applicants acknowledge that the employees and executive officers of Eötvös Loránd University may access and manage the personal data in relation to duties pertaining to the job applications, to the extent and timeframe necessary thereto.