



INTERNATIONAL UNIVERSITY OF SARAJEVO  
INTERNACIONALNI UNIVERZITET U SARAJEVU

## **POOL RECRUITMENT**

### **Academic Position of an Assistant in Management**

The Department of Economics and Management, within the Faculty of Business and Administration (FBA), invites eligible candidates to apply for the academic position of an **Assistant in the field of Management**. Currently, we aim to establish a pool of qualified candidates for a potential position in the Department, with an anticipated start date of either February/March 2025 or September 2025.

To ensure your application is fully considered, please submit it electronically to [deanfba@ius.edu.ba](mailto:deanfba@ius.edu.ba) and [rectorate@ius.edu.ba](mailto:rectorate@ius.edu.ba).

#### **The application should contain:**

1. A cover letter detailing your motivation for joining our Department;
2. A current curriculum vitae;
3. Academic transcripts confirming the eligibility for the position (courses taken and related to the call, the grades, and grades average-CGPA);
4. Two reference letters;
5. Other relevant documents highlighting your specific knowledge, skills, or abilities (optional).

#### **Minimum criteria:**

1. Minimum of Bachelor's degree (240 ECTS or equivalent) in Business-related field (expected graduation in June/July is also acceptable);
2. Minimum CGPA of 8/10 or 3.5/4 or equivalent; and
3. Good command of the English language.

#### **Main responsibilities:**

1. Prepare and perform tutorials under the supervision of the course holders.
2. Assist the full-time faculty in preparing the scientific teaching process.
3. Assist the full-time faculty in the organization of all forms of student assessments;
4. Carry out consultations with students;
5. Perform other duties in compliance with the University's Statute and other bylaws.

The International University of Sarajevo (IUS) as an English-medium educational institution provides a unique educational setting characterized by academics and students from more than 50 countries. Our commitment to professional development includes access to global conferences and workshops, allowing you to grow and advance in your career. We are committed to equal opportunity and merit-based candidate selection and welcome applications from all suitably qualified persons. For more information about the Faculty, please visit [www.fba.ius.edu.ba](http://www.fba.ius.edu.ba). The shortlisted candidates will be invited for an interview. Salary and rank are commensurate with degree and experience.

The call remains open for 30 days.