



Re: Vacancies and job applications

All vacancies at RASA are published in the following manner:

- on the school's web site (www.karch.dk)
- on the web site www.jobnet.dk (obligatory for all Danish state institutions)
- on the Cultural Ministry's web site
- when relevant: in daily newspapers, professional journals and/or professional web-sites in and outside of Denmark.

A deadline for application will always be stated in the ad. If an application is received after the deadline, it will not be taken into consideration, but directly returned to sender, regardless of the cause of delay.

Therefore, make sure that your application will be received at the school well before deadline !

The school will acknowledge receipt of the application either by e-mail or ordinary mail.

Re: applications for positions as professor, associate professor and assistant professor

Only written applications sent by ordinary mail will be accepted, i.e. applications by e-mail or fax will not be accepted.

An expert assessment committee will assess all applications closely in regards to the job description and the required qualifications. The assessment committee prepares a statement regarding each applicant concluding whether the applicant is qualified or not for the position. These statements are passed on to rector who thereafter appoints a selection committee with the task of recommending to rector which of the qualified applicants who should be offered the position. Subsequently, rector makes the final decision.

The procedure normally takes 4-6 months.

For further info, please contact the Personnel Office on **+45 3268 6017** or +45 3268 6016.

Re: applications for administrative positions

Applications by e-mail is accepted.

Applicants are normally assessed by a group of 3-4 persons, e.g. the head of the department in question, 1-2 staff members and if relevant a representative for the Personnel Department. If an applicant is invited for an interview, the interview will last for about 45 minutes.

The procedure normally takes 3-4 weeks. All applicants will receive information as soon as the vacancy is filled .

For further info, please contact the personnel office on **+45 3268 6016** or +45 3268 6017.