

Dean of the School of Business Administration

Anglo-American University announces a search to fill the position of Dean of the School of Business Administration. The Dean will be responsible for managing the School's operation, for operation and quality of study programs, for the quality of faculty and for its assessment. The position entails a day-to-day contact with faculty, administration staff, and students of diverse cultural background.

The office language is English. It is a full-time position. It is expected that the Dean will teach two courses per academic year, oversee the state exams, advise students, stimulate research activity of faculty and pursue his/her own academic projects.

The working contract shall consist of two parts - a permanent contract of an academic fellow and a contract on delivery of the Dean position. The appointment to the position is for the 4 years term with a possibility to be reappointed. During the first term of service there shall be included a 6 months long testing period of time.

Responsibilities:

- General management, operation and development of the School, including the general welfare and discipline of faculty and students
- Leading and managing the faculty
- Communication with students, parents, faculty, and other partners and stakeholders
- Management of academic programs, research and service programs
- Management of budgetary matters, personnel matters and physical facilities
- Teaching and/or research.

Profile:

- Advanced university degree (Ph.D.) in Economics, Business Administration, Finance or related fields
- Openness to innovative educational methods and new trends in entrepreneurship
- Excellent English
- Excellent management, leadership and teamwork skills
- Strong educational and/or research background
- Strong communication and presentation skills
- Strong PC Skills

We offer:

- Work at a prestigious university in an inspiring palace under Prague Castle
- Multicultural, international environment
- Friendly team which always appreciates effort, activity and new ideas
- Lunch break included in 40 weekly working hours
- Meal tickets

Salary:

- 40-80 000 Kč monthly

Interested candidates should send applications to eliska.kovarikova@aauni.edu. The reviews of the applications and the interviews will start after August 15, 2017 and will continue until the position is filled. It is expected that the selected candidate will assume her/his position during Fall 2017, or later, by agreement.

Applications should consist of:

- Cover letter
- Diploma and/or documents confirming the academic rank
- Up-to-date academic CV
- List of academic publications
- List of courses taught
- Sample of theses advised
- List of public outreach, scholarship of application and creative activities
- Draft of a development plan of the School of Business Administration
- 2 references

For more information about the School of Business Administration visit the website of the [Anglo-American University](#).

