

**Call for the position of:**

## **Nostrification Assistant**

Anglo-American University announces a search to fill the **full-time administrative position of Assistant in the Student Services Center** (DPP/DPČ or invoicing also available).

Anglo-American University is the oldest private university in the Czech Republic, offering BA and MA programs with Czech and American accreditation in a uniquely international environment to students from more than 80 countries across the world. With more than 80% of students coming from outside the country, AAU is one of the most international universities in the world.

Our mission is to provide high-quality education through personalized interaction between students and faculty in a diverse international environment. To do so, we are looking for a **responsible and friendly colleague for administrative support**.

### **General Job Description:**

The **Nostrification Assistant** will work directly with students with foreign high school and bachelors' diplomas who are seeking nostrification or formal recognition of these documents. The language of record for documents and daily business at AAU is English but the job requires fluent Czech as well. The Assistant reports to the Dean of Students.

### **Responsibilities:**

- Review student diplomas, transcripts, and other documents required for the nostrification process, as described at <https://nostrifikace.mkc.cz/en/>
- Consult in person, over the phone, and other modes of communication with students and sometimes parents
- Accompany students/assist students to deliver their nostrification documents to Regional Authorities
- Assist students with mailing their nostrification documents to a regional nostrification office
- Liaise with external nostrification agencies
- Collaborate with colleagues in Admissions, Student Services Center, Academic Affairs to coordinate responses to student emails
- Serve as back-up to other Student Services Center staff: answering general inquiries, collecting paperwork, mailing documents, etc.

### **Profile:**

- Excellent Czech and English
- Friendly demeanor and a student-focused approach
- University degree
- Excellent organization and communication skills
- Ability to work with people from culturally diverse backgrounds
- Strong PC skills, i.e. MS Office, Google Apps and online communication platforms, social media
- Professional background in education and specifically nostrification is an advantage

**We offer:**

- Multicultural, international environment
- Possibility of personal development (taking university courses free of charge)
- Friendly staff and colleagues
- One-hour lunch break included in the eight-hour daily working time
- 5 weeks of paid vacation per year
- 5 sick days per year

**Salary:**

- CZK 30,000 gross per month

Interested candidates should send their CV and a cover letter, including one reference contact, to [lucie.kacovska@aauni.edu](mailto:lucie.kacovska@aauni.edu). The reviews of the applications and interviews will start after October 26, **2020** and will continue until the positions are filled. It is expected that the selected candidates will assume their position immediately or by agreement. **The contract will be concluded for one year; in case of satisfaction and good financial results of the university, the contract may be prolonged indefinitely.**

For more information about the University, visit the website of [Anglo-American University](http://Anglo-American University).