

Call for the position of: Admissions Counselor

Anglo-American University announces a search to fill the full-time position of Admissions Counselor.

Anglo-American University is the oldest private university in the Czech Republic, offering undergraduate and graduate programs accredited both in the Czech Republic and the United States of America. Our mission is to provide high-quality education through personalized interaction between students, faculty, and staff in a diverse, international environment.

General Description:

The Admissions Counselor is a member of the AAU Admissions and Recruitment Department. The Admissions Counselor is responsible for the incoming applications and communication with prospective students. You will also represent AAU in recruiting events locally and internationally and will be working in a fast-paced changing environment. Self-starters, outside-of-the-box thinkers, and team players are encouraged to apply.

Specific Duties and Responsibilities:

Main responsibilities

- Respond to inquiries from prospective students via phone, e-mail and in-person or other modes of communication
- Assist and advise prospective students during the admissions process; monitor their progress and send regular reminders on pending documents/tasks
- Responsible for the evaluation of the admissions documents
- Coordinate incoming exchange students by processing the application and respond to any other inquiries from these students and their coordinators
- Organize and maintain office files and student records including confidential materials
- Coordinate with other staff members at AAU
- Draft detailed reports for internal and external stakeholders
- Staying current with school admission processes and requirements, school programs, majors, and courses, and developments in education
- Review communication plans to ensure message consistency and follow-up
- Assist in coordinating school visits and fairs
- Represent AAU in educational events, college fairs, information sessions and recruitment activities locally and internationally
- Other duties and special projects may be assigned as needed.

Profile:

- Excellent organizational skills and multitasking ability
- Extremely detailed oriented, responsible, and communicative
- Able to offer personalized approach to students

- Able to effectively prioritize workflow
- Able to work with people from a variety of culturally diverse backgrounds
- Ability to adjust to new regulations quickly and effectively
- Excellent interpersonal, written, and oral communication skills
- Responsible and reliable
- High standards of ethics and confidentiality to handle sensitive information
- Strong PC skills i.e., MS Office
- Salesforce and Pardot experience are preferred
- English language proficiency – C1 or higher
- Czech language proficiency – C2 or native

We offer:

- Multicultural, international environment
- Possibility of personal development (taking university courses free of charge)
- 5 weeks of paid vacation per year
- 5 sick days per year
- Lunch break included in the working hours

Interested candidates should send their CV and a cover letter, including one reference contact, to lucie.kacovska@aauni.edu. The review of the applications will start on April 6th, 2021 and will continue until the position is filled. It is expected that the selected candidate will assume the position immediately or by agreement.

For more information about the University, visit [Anglo-American University website](#).