

**Call for the position of:**

## **Career Development Specialist**

Anglo-American University announces a search to fill the **full time administrative position of Career Development Specialist**.

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 to support students and alumni through their career development process**.

### **General Job Description:**

The **Career Development Specialist** works directly with students and alumni to assist them with CVs, cover letters, interview techniques, applying for internships and jobs, developing their professional profiles, and other career-related services. The Career Development Specialist also serves as the instructor of the internship course. The language of record for documents and daily business at AAU is English. The Career Development Specialist reports to the Dean of Students.

### **Specific duties and responsibilities:**

- Manage Internship Course in cooperation with Schools of Study, including:
  - Organizing all seminars, including identifying and inviting guest speakers
  - Providing ongoing support to students enrolled in course (finding internships, developing professional profiles, meeting course requirements)
  - Grading Final Reports
  - Running course administration (NEO, closing grades)
  - Preparing course materials
- Offer career development advising with students and alumni, along with promoting services
- Manage and expand Internship Provider partners in cooperation with the Outreach Manager
- Manage and expand other professional opportunities for students and alumni offered by other organizations (events, job offers, etc.) in cooperation with the Outreach Manager
- Manage AAU Mentoring Hub in cooperation with the Outreach Manager
- Manage Career Expo or cooperate with other other career expos
- Maintain Career Center communication platforms: website, Facebook page, Career Board, AAUNet, newsletter, bulletin boards
- Oversee the Career Center budget

- Create and implement a career development roadmap for undergraduate students
- Provide back-up to other Student Services areas when needed

**Profile:**

- Excellent Czech and English
- Friendly demeanor and a student-focused approach
- Bachelor's degree required; Master's degree preferred
- Prior experience in career development services in a professional or university setting
- Excellent organization, communication and networking 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

**We offer:**

- Multicultural, international environment
- Possibility of personal development (taking university courses free of charge)
- Friendly staff and colleagues
- 5 weeks of paid vacation per year
- 5 sick days per year

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 review of the applications will begin in mid-June 2021 and will continue until the position is filled. It is expected that the selected candidate will assume the 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](https://www.anglo-american.edu).