

AAU 24/7 Emergency Assistants

General Job Description

The AAU 24/7 Emergency Assistant will be the emergency contact to a cohort of students from the University of Southern California who will be studying at AAU during the fall semester 2021 and the spring semester 2022. Currently, the expected size of the group is 10- 15 students per semester.

The Assistant will help students in emergency situations, e.g. lost passports, communicating with Czech authorities, health emergencies etc. on a 24/7 basis.

Two positions are open from **August 18** throughout **December 16, 2021** and then with continuation throughout the spring semester 2022.

Two AAU 24/7 Emergency Assistants are expected to rotate on a weekly basis.

This position reports to the VPIA Program Coordinator.

Tasks

- Be available on an AAU mobile phone 24/7 for a given week
- If necessary, provide escort to local authorities/ health institutions to assure appropriate care and communications
- Arranging appointments on students' behalf if required in Czech language
- Dealing with all kinds of emergencies – most commonly thefts, lost passports, health emergencies etc.
- Translation work at Czech governmental offices and medical institutions.
- Similar and related tasks to the above.

Profile

- Fluent in Czech and English
- Knowledge of local environment/" Czech" specifics
- Problem solver
- Time flexibility
- Candidates need to live within 30 min from AAU Housing / [Zeitraum](#) (U Průhonu 56, Praha 7)

Remuneration

- **Flat fee of 1000 Kc/week.** This fee is a compensation for the 24/7 availability on the phone of the assistant and includes expenses for transportation and similar expenses. No additional refunds for expenses will be granted by AAU
- **Hourly rate of 300 CZK** per working hour (when in contact with a USC student)
- **An AAU phone will be available**

Interested candidates should send their CV and a cover letter to lucie.kacovska@aauni.edu before or by July 7, 2021. The reviews of the applications and interviews will start immediately and will continue until the position is filled. For more information about AAU, visit the website of [Anglo-American University](#).