

Call for the position of:

Coordinator at the School of Business and Administration / John H. Carey II School of Law

Anglo-American University announces a search to fill the full-time administrative position of Assistant Dean at the School of Business Administration.

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 70 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:

Coordinator provides administrative support to the operation of a school and its study programs. The position entails a day-to-day contact with both students and faculty from all over the world. The office language is English. Coordinator reports to the Dean.

Responsibilities:

- Administer state exams
- Credit transfer for newly-admitted degree-seeking students
- Administer syllabi collecting, reviewing and processing for business and law courses
- Assist AAU business degree-students with preparation for their study abroad semesters
- Serve as academic advisor to limited number of AAU Degree seeking students
- Conduct admission interviews during advising period/holidays for both SBA and SL (Back-up)
- Other duties as assigned (support of SBA Dean and SL Program Chair)
- Cooperate with the other schools and offices at AAU, as necessary

Profile:

- Excellent English
- Friendly demeanor and a student-focused approach
- University degree
- Excellent organization and communication skills
- Ability to meet tight deadlines
- Ability to work with people from culturally diverse backgrounds
- Ability to work independently, with a minimal supervision
- Strong teamwork skills
- Strong PC skills, i.e. MS Office, Google Apps and online communication platforms, social media
- Attentive learner
- Professional background in education is a great advantage

We offer:

- Work at a prestigious university in an inspiring palace under Prague Castle
- 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

Interested candidates should send their CV and a cover letter, including one reference contact, to lucie.kacovska@aauni.edu. The reviews of the applications and interviews will start immediately and will continue until the positions are filled. It is expected that the selected candidates will assume their position in November 2021.

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