

Nostrification Specialist

Anglo-American University announces a search to fill the part-time position of Nostrification Assistant.

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 Nostrification Specialist 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 Nostrification Specialist reports to Students Services Center Manager.

Responsibilities:

- Assist and guide students through the process of Nostrification (as described in Section 108 of the Act No. 561/2004 Coll. and Section 89 and 90 of the Act No. 111/1998 Coll.).
- Assist and guide students through the process of foreign document authentication.
- Offer students applying from abroad representation in the proceedings based on power of attorney.
- Act on student's behalf in submitting the documents for translation, submitting the application to the Regional authority, receiving the decision on application, and/or other individual representation resulting from Nostrification application submission.
- Consult Nostrification requirements with students, parents and/or their representatives.
- Assist students in communication with Nostrification exam high schools, communicate exam requirements to students.
- In urgent cases, accompany students to the Regional Authority to assist with their proceedings.
- Liaise with external Nostrification and translation companies.
- Collaborate with colleagues in Admissions, SSC, Academic Affairs to coordinate responses to student emails.
- Serve as back-up to other Student Services Staff: answering general inquiries, collecting paperwork, mailing documents, etc.
- Create and continuously improve the Nostrification guidelines.
- Actively work on improving the student's experience as well as to make the Nostrification process more efficient.

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
- Active & friendly approach.

We offer:

- Multicultural, international environment
- Friendly team which always appreciates good work and new ideas
- Possibility of personal development (taking university courses free of charge)
- 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 review of the applications will start immediately 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.aau.edu).