

Call for the position of:

Assistant Dean, School of Business Administration (SBA)

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:

Assistant Dean 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. Assistant Dean is the primary academic advisor for students and reports to the Dean.

Responsibilities:

- Administer the school office and SBA study programs
- Work with the Dean to implement short-term and long-term strategies
- Serve as the principal academic advisor to new and current SBA students
- Assist with the application process of new students (admission interviews)
- Respond to student queries in a timely fashion
- Prepare course schedule (semester-by-semester course scheduling) in cooperation with the Dean and Faculty
- Work with other university staff to assign classrooms and allocate classroom resources
- Serve on the SBA Curriculum Committee
- Actively communicate with all SBA faculty regarding scheduling of semesters, reminders of deadlines, student academic standing, final grade submission, student petitions, etc.
- Assist with student-faculty problem resolution
- Collect and process final grades (each semester)
- Assist with keeping SBA internal internet page updated
- Assist with keeping SBA website updated
- Cooperate with the other schools and offices at AAU, as necessary
- Other duties as assigned

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 on as soon as possible by agreement.

For more information about the University, visit the website of Anglo-American University.