

Recruitment Manager

Anglo-American University announces a search to fill the full-time position of Recruitment Manager.

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 our students coming from outside of 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.

Special Conditions:

This post requires frequent travel locally, regionally, and overseas for significant periods.

Main Duties and Responsibilities

- Represent AAU at education fairs and other events virtually and offline
- Organize events ranging from school visits, counselling sessions to presentations
- Serve as a primary contact point for recruiters/agents, including contract signing, training, and commission payments
- Serve as a primary contact point for high school counselors, including the maintenance of the counselor's newsletter
- Responsible for drafting recruitment strategy together with Vice President of Student Affairs, Marketing and Admissions Office
- Responsible for maintaining recruitment budget for fairs, travel, and all associated costs
- Build mutually beneficial relationships with high schools and other education providers
- Develop and sustain collaborative relationships with key external stakeholders e.g., sponsors, foreign embassies, AAU current students and alumni, government departments and NGOs
- Make full use of the AAU's IT systems, particularly its CRM, in order both to ensure applicants are appropriately communicated with and to extract data for reporting purposes
- Produce reports on recruitment for internal and external stakeholders
- Other tasks assigned as needed.

Profile:

- College/university education required
- Excellent communication and interpersonal skills in English
- Superb organizational skills and proactivity
- Ability to work with people from a variety of culturally diverse backgrounds
- Student-centered with outstanding customer service skills

- Creative approach to work
- Strong PC skills i.e., Word, Excel, PowerPoint, Google suite, CRM

We offer:

- 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 Kacovská](mailto:Lucie.Kacovska@aauni.edu) via email at lucie.kacovska@aauni.edu. The reviews of the applications and interviews will start immediately and will continue until the position is filled. It is expected that the selected candidate will assume the position in January 2022.

For more information about the University, visit the website of [Anglo-American University](http://www.aauni.edu).