

## **Vice President for Student Affairs**

Anglo-American University announces a search to fill the full-time position of Vice-President for Student Affairs.

The Vice President for Student Affairs is responsible for providing leadership, management, and supervision for recruitment and enrollment management, marketing, student services programs, Erasmus and University Exchange partnerships, as well as working to respond to student needs. The Vice President for Student Affairs reports directly to the President.

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 with 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.

### **Special Conditions:**

This is a temporary appointment position (to cover during maternity leave). The position is open to internal and external applicants.

### **Main Duties and Responsibilities**

- Provide leadership and guidance for the recruitment and retention of students
- Project student enrollment and retention data
- Prepare and present reports, analyze and evaluate enrollment and retention data
- Serve as a member of the President's Collegium in the Executive and Academic format
- Close cooperation with the AAU President, executive management and employees on necessary personnel and student related matters to provide input and/or leadership direction as appropriate
- Update policies for areas of responsibility; draft new policies as necessary and lead them through the approval process
- Draft, recommend, and review budgets for the Offices of Admissions, Recruitment, Marketing, Student Services, and Erasmus & Exchange
- Supervise Admissions Manager, Recruitment Manager, Marketing Director, Dean of Students, and International Cooperation Director and indirectly supervise all staff within the Offices of Admissions, Recruitment, Marketing, Student Services and Erasmus & Exchange.
- Assure smooth operations, excellent customer service and delivery of accurate, timely and consistent information to prospective and current students
- Coordinate mass emails to students on non-academic issues. Ensure accuracy of student services related content
- Communicate an accurate image of the university
- Be active representative of the university and available to address impromptu situations during non-traditional work hours
- Other tasks assigned by the AAU President

**Profile:**

- University education required
- Excellent English language proficiency
- Ability to multi-task, prioritize and manage multiple projects at once
- Excellent interpersonal, written and oral communication skills
- Extremely detailed oriented, reliable, punctual and well-mannered personality
- Experience in developing and managing departmental budgets
- Knowledge of management principles involved in strategic and operational planning, resource allocation, and leadership styles
- Ability to work with and manage teams from a variety of culturally diverse backgrounds
- High standards of ethics and confidentiality to handle sensitive information
- Strong PC skills i.e., MS Office, Google Suite, CRM (i.e Salesforce)

**We offer:**

- Multicultural, international environment
- Friendly staff and colleagues
- 5 weeks of paid vacation per year
- Flexible working environment and possibility of home office upon agreement

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](mailto:lucie.kacovska@aauni.edu). The reviews of the applications and interviews will start at the beginning of January and will continue until the position is filled. It is expected that the selected candidate will assume the position immediately.

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