

## Study Abroad Assistant

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### General Description:

The Study Abroad Assistant is responsible for student services and related tasks concerning Study Abroad (SA) students, who study abroad at AAU in different Study Abroad at AAU programs, according to the university's Policy on Study Abroad and Global Outreach and provided by the Study Abroad and Global Outreach Office (SAGOO)

This position reports to the Study Abroad Manager.

### Responsibilities:

- Handle student queries from the phase that SA students are admitted to AAU.
- Provide assistance to SA students with housing, student life and related areas in collaboration with other AAU departments.
- Assist the Study Abroad Manager in completing student information and follow up with SA students on missing documents and actions.
- Collaborate with the Deans' Offices on issues related to course registrations.
- Organize orientation sessions for SA students in collaboration with AAU's Event Manager and SSC.
- Secure regular assistance sessions for SA students.
- Organize student trips, academic visits and related activities for SA students and groups.
- Overlook the complete logistics of short-term programs, summer and winter schools and similar programs
- Create instructions and supervise student assistants, who help with short term programs summer and winter schools and similar programs.
- Collaborate with tasks related to the issuing of academic transcripts for SA students and arrange for their shipment to partner universities or SA students.

### Profile:

- Experience in a similar position
- Customer Service sense
- Multi-cultural awareness
- Outgoing nature and adequate authority
- Excellent organizational and communication skills
- Detail-orientation with the ability to effectively multi-task and meet deadlines
- Czech native speaker
- Very good verbal and written communication skills in English
- Spanish is an advantage
- Very good knowledge of common technology tools
- Bachelor's degree.

### We offer:

- Work at a prestigious university in an inspiring palace under Prague Castle
- Multicultural, international environment
- Friendly staff and colleagues
- 25 days of vacation per a year

- 5 sick days per a year
- One-hour lunch break included in working hours.

**Outline:**

- Full time position for 40 hrs. per a week.
- Contract for one year with an option for an extension for the indefinite period after one year.

Interested candidates should send their **CV and a Cover Letter**, to Lucie Kacovská via email at **lucie.kacovska@aauni.edu**. The reviews of the **applications and interviews will start after May 16, 2022** and will continue until the position is filled. It is expected that the selected candidates will assume the position **from June 2022 or upon agreement**.

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