Admissions Assistant

Anglo-American University announces a search to fill the **full-time position of Admissions Assistant.**

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 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 Description:

The Admissions Assistant mainly provides administrative support to the Admissions Office and is responsible for providing outstanding customer service in person and via email. The position entails helping with day to day tasks, answering frequently asked questions, scheduling interviews, collection, processing and filing of documents.

The Admissions Assistant answers to the Admissions Manager.

Responsibilities:

- Scheduling interviews for all potential students
- Respond to inquiries from prospective students via email, online platforms, phone, or in an in-person capacity
- Organizing and maintaining student files, including confidential materials
- Coordination of cooperation with the other offices and departments
- Information collection and distribution needed for incoming students to start their studies
- Cross-checking of data
- Assisting with Open Houses, tours, high school visits
- Help with preparations for the Orientation Day
- Administration of Facebook New Admitted Students group
- Assisting with further Recruitment or Admission activities when needed
- Other activities according to instructions of Admissions Manager.

Profile:

- Excellent organizational skills and multitasking ability
- Extremely detailed oriented, proactive, responsible, and communicative
- Able to offer a personalized approach to students and effectively prioritize workflow
- Willingness to work with people from a variety of culturally diverse backgrounds
- Ability to adjust to new regulations quickly and effectively
- High standards of ethics and confidentiality to handle sensitive information
- Strong PC skills i.e., MS Office
- Salesforce and Pardot experience is preferred but not required
- English language proficiency – C1 or higher.

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
- 5 weeks of paid vacation per year
- 5 sick days per year
- Possibility to work from home
- One-hour lunch break included in the eight-hour daily working time.

Contract and salary:
- Employment offered from September 1st, 2022
- Contract for one year with an option of an extension after one year
- Healthcare insurance is automatically included.

Interested candidates should send their **CV and a cover letter** to Lucie Kacovská at **lucie.kacovska@aauni.edu**. The review of the applications will start **after June 20, 2022** and will continue until the position is filled. It is expected that the selected candidate will assume the position **from September 2022.**

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