

Recruitment Counselor

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

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 Recruitment Counselor mainly provides administrative and analytical/research support to the Recruitment Office and is responsible for providing outstanding customer service in person and via email. The position entails research of recruiting trends, student needs, building internal databases, hosting open houses and organizing meetings on campus for recruiting activities. This position is suitable for students or recent university graduates, especially AAU students/graduates.

The Recruitment Counselor answers to the Admissions Manager.

Responsibilities:

- Research of recruiting trends to ensure up to date activities
- Respond to inquiries from recruitment agents/agencies and school counselors via email, online platforms, phone, forums, blogs or in an in-person capacity and maintain a relationship with them
- Building, expanding and maintaining an internal recruitment database
- Coordination of cooperation with the other offices and departments
- Assisting with Open House events and High School visits to AAU
- Assisting with recruitment events - fairs, school visits, conferences
- Conduct and coordinate focus groups in conjunction with Admissions Office to ensure quality control
- Other activities according to instructions of the Admissions Manager

Profile:

- Excellent organizational skills and multitasking ability
- Extremely detailed oriented, proactive, responsible, and communicative
- Able to offer a personalized approach 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
- Excellent interpersonal, written, and oral communication skills.
- Responsible and reliable.
- 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
- Czech language proficiency – C2 or native.

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 July 18, 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](https://www.auni.edu).