

International Recruitment Counselor

General Description:

Anglo-American University announces a search to fill the full-time position of **International 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 who would travel internationally and complete administrative tasks. This position requires frequent international travel for significant periods.

Specific Duties and Responsibilities:

- Plan and implement recruitment activities for international territories to generate applications
- Attend educational fairs, virtual and offline, and represent AAU
- Conduct in-person and virtual recruiting events, representing AAU and all of its programs
- Research of recruiting trends to ensure up to date activities and coverage of regions
- Respond to inquiries, build and maintain mutually beneficial relationships with recruitment agents/agencies and school counselors via email, online platforms, phone, forums, blogs or in an in-person capacity
- Serve as a primary contact point for recruiters/agents; including contract signing, training, and commission payments
- Establish, implement, and coordinate AAU tours, Open House events, High School visits and student visits to campus
- Conduct and coordinate focus groups in conjunction with Admissions Office to ensure quality control
- Building, expanding and maintaining an internal recruitment database
- Contribute to the development of marketing communications, channels and materials (hard copy and digital)
- Coordination of cooperation with the other offices and departments
- Assisting with drafting recruitment strategy in conjunction with Vice President of Student Affairs (VPSA), Marketing and Admissions Office
- Responsible for maintaining recruitment budget for fairs, travel, and all associated costs in cooperation with the Admissions Manager and VPSA
- Establish and maintain counselor's newsletter
- Produce reports on recruitment for internal and external stakeholders
- Other activities according to instructions of the direct supervisor

Profile:

- English language proficiency – Native language, C1 or higher
- College/university education required
- Excellent organizational, administrative and multitasking skills
- 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
- Student-centered with outstanding customer service skills
- 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. Word, Excel, PowerPoint, Google suite, CRM
- Salesforce and Pardot experience preferred but not required

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:

- Employment offered from January 2023
- Contract for one year with an option of an extension after one year
- Healthcare insurance is automatically included

Interested candidates should send their English CV and a cover letter, including one reference contact, to lucie.kacovska@aauni.edu. The reviews of the applications and interviews will start on October 1st, 2022 and will continue until the position is filled. It is expected that the selected candidate will assume their position from January 2023. For more information about the University, visit the [website](#) of Anglo-American University.