

## **Call for the position of:**

### **Dean of the School of Business Administration**

Anglo-American University announces a search to fill the position of Dean of the School of Business Administration. 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 70 countries across the world. With more than 80% of students coming from outside the country, AAU is one of the most international universities in the world.

The Dean will be responsible for managing the School. This entails responsibility for operation and quality of study programs, for the quality of faculty and for its assessment. The position entails day-to-day contact with faculty, administration staff, and students of diverse cultural backgrounds. The official language is English. It is a full-time position. It is expected that the Dean will teach two courses per academic year, oversee the state exams, advise students, stimulate research activity of faculty and pursue their own academic projects. In a team spirit, the Dean work together with Deans of other Schools and with the management of the University.

The appointment to the position is for a three-year term with a possibility to be reappointed. The first term of service shall include a six-month probationary period.

#### **Responsibilities:**

- General management, operation, and development of the School, including general welfare and discipline of faculty and students
- Management and development of degree programs, overseeing compliance with Czech and US accreditation requirements
- Leadership and management of faculty
- Communication with students, faculty, and other partners and stakeholders
- Organizational support of guest lectures and events
- Management of budgetary matters, personnel matters, and physical facilities
- Teaching and research

#### **Profile:**

- Excellent management, leadership and teamwork skills
- Excellent administrative skills (the Dean not only supervises but also conducts many administrative activities by herself/himself)
- Advanced university degree (Ph.D.) in business administration, finance, economics or related fields
- Excellent English
- Friendly demeanor
- Ability to work with people from culturally diverse backgrounds
- Dedication to education and openness to innovative educational methods
- Strong educational and/or research background
- Strong communication and presentation skills
- Strong PC Skills

**We offer:**

- Work at a prestigious university in an inspiring palace under Prague Castle
- Multicultural, international environment
- Friendly staff and colleagues
- 8 weeks of paid vacation per year, 5 sick days
- One child can study for free at AAU

**Salary:**

- CZK 50–80 000 gross (EUR 2000–3300, USD 2300-3700) or approximately CZK 40–62 000 net (EUR 1600-2500, USD 1800-2800) monthly for full-time employment, depending on managerial experience and academic rank (lower band for a proven research record, upper band for a full professor).
- Average salary in the Czech Republic is CZK 40 000 gross (EUR 1650, USD 1800). Cost of living: 1-bedroom apartment EUR 500-700/month (outside center–in center) (USD 600-800); 3-bedroom apartment EUR 900-1200/month (outside center–in center) (USD 1100-1400); meal in a restaurant EUR 6-30 (inexpensive–meal for 2 people) (USD 7-36).
- Healthcare insurance is automatically included.
- Work permit for this position is not required.
- Anglo-American University can provide a relocation support. However, it does not provide a housing allowance or a contribution to the tuition of children.

Interested candidates should send applications to [lucie.kacovska@aauni.edu](mailto:lucie.kacovska@aauni.edu). The reviews of the applications and the interviews will start after March 31st, 2023 and will continue until the position is filled. It is expected that the selected candidate will assume their position from the Fall semester (September 1, 2023).

Applications should consist of:

- Cover letter
- Diploma and/or documents confirming the academic rank
- Up-to-date academic CV, including
  - List of academic publications
  - List of other relevant outputs in the field of expertise – managerial experience, public outreach, activity serving the larger community (consultancy, advising, reviewing, dissemination of knowledge, or other forms of engagement) etc.
  - List of courses taught and recent teaching scores (evaluations)
- Two reference letters

For more information about the School of Business Administration visit the website of the [Anglo-American University](#).