

School Coordinator

Anglo-American University announces a search to fill the **part-time position of School Coordinator for the School of International Relations and Diplomacy.**

Anglo-American University is the oldest private university in the Czech Republic, offering undergraduate and graduate programs accredited both in the Czech Republic and the United States of America. Our mission is to provide high-quality education through personalized interaction between students, faculty, and staff in a diverse, international environment.

General Description:

Coordinator provides administrative support to the operation of a school and its study programs. The position entails day-to-day contact with both students and faculty from all over the world. The office language is English. Coordinator serves as the primary academic advisor for students.

School coordinator reports to the Dean.

Responsibilities:

- Administration of the school office and study programs.
- Administrative support to the Dean, to faculty members and to school events.
- Coordination of cooperation with the other offices and departments.
- Contact person for students, advising students, course registration.
- Course scheduling.
- Interviewing new applicants.
- Management of student fellows.

Profile:

- Excellent English.
- Friendly demeanor and a student-focused approach.
- University degree.
- School specific knowledge is an advantage.
- Excellent organization and communication skills.
- Ability to work with people from culturally diverse backgrounds.
- Strong PC skills, i.e., MS Office, Google Apps and online communication platforms, social media.
- Professional background in education is an advantage.

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

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 March 3, 2023** and will continue until the position is filled. It is expected that the selected candidate will assume the position **as soon as possible or upon agreement**.

The contract will be concluded for one year ; in case of satisfaction contract may be prolonged.

For more information about the University, visit the website of [Anglo-American University](https://www.anglo-american.edu).