

Vice Dean for the School of Arts, Humanities and Social Sciences

Anglo-American University is the oldest private university in the Czech Republic, offering both BA and MA programs with Czech and American accreditation in a uniquely international environment with students from more than 70 countries. AAU is one of the most international universities in the world.

General Job Description:

The Vice Dean reports to the Dean of the school and will assist in all matters of administrative and academic concern to deliver the School's education strategy and direct its portfolio of programs, including developing and communicating program goals, advising the deans and faculty and handling complex administrative issues within the school. The Vice Dean oversees the management of the school office and contributes to various teams responding to senior management, faculty, students, staff, and external visitors. The Vice Dean is expected to work proactively and independently, using excellent communication, organization, and time management skills.

Responsibilities:

- The administration of the school office and staff (assistant dean and coordinator) to ensure that the administrative processes are clear and goals are met;
- Act as resource person for students, staff and faculty;
- Manage the opening, scheduling, and cancellation of courses and assign instructors to courses and their sections;
- Ensure that faculty records are maintained;
- Ensure that student records are maintained;
- Oversee student interviews, advising and registration;
- Maintain disciplinary records;
- Maintain databases for outcomes assessment and reporting;
- Manage and approve smaller budgetary matters (e.g. art fees);
- Oversee administration of Graduation Examinations;
- Ensure that directives, policies and procedures are communicated and implemented;
- Collaborate with the dean on strategic development and planning and special projects;
- Act for the Dean in his/her absence.

Profile:

- Advanced degree (MA or PhD)
- Excellent English
- Friendly demeanor Friendly demeanor with exceptional organizational and interpersonal skills.
- Outstanding organizational and interpersonal communication skills.
- Experience in collaboration with a varied constituency (e.g. students, faculty, chairs, staff)
- At least five years of academic administration experience at a senior level including academic and student affairs management and experience with academic program accreditation
- Ability to effectively meet deadlines
- Strong PC skills, i.e. MS Office, Google Apps, MS Teams and Salesforce
- Ability to work with individuals from diverse backgrounds and to adapt a flexible communication and leadership style for multiple cultural environments.

We offer:

- A prestigious role in an inspiring location near Prague Castle.
 - An international and multicultural workplace.
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- A supportive community of staff and colleagues.
- 5 weeks of paid vacation annually, plus 5 sick days.
- Free AAU tuition for one family member.
- Multisport card benefits.

Contract:

- Full-time position, starting preferably in Spring semester 2024.
- Initial 1-year contract with potential for indefinite extension.
- Opportunities for career advancement.

Interested candidates should send applications to michaela.proskocilova@aauni.edu

The reviews of the applications and the interviews will start March 15th and will continue until the position is filled. It is anticipated that the selected candidate will assume her/his position in May 2024.
