

Call for the position of:

International Recruitment and Admissions Counselor

Department: Marketing & Enrollment

Direct Supervisor: Marketing & Enrollment Manager

Job Description: At Anglo-American University (AAU), we're looking for a dynamic, energetic communicator who thrives on meeting new people, building relationships, and making things happen. If you love travel, speaking with people from all over the world, and turning "interested" into "enrolled," this role is for you.

You'll be the face of AAU in high schools, events, and fairs Internationally and across the Czech Republic, showing students why AAU is the choice for an international, career-focused education.

This is a fast-paced, results-driven role that combines sales skills, creativity, and personal connection. You'll help students from their first question all the way to their first day on campus.

Specific Duties and Responsibilities:

1. International Recruitment & Representation

- Plan and implement recruitment activities to generate international applications.
- Research international recruiting trends to inform strategy and ensure effective regional coverage.
- Build, expand, and maintain an internal recruitment database.
- Establish, implement, and coordinate AAU tours, recruitment events, and student visit programs.
- Build and maintain mutually beneficial relationships with recruitment agents, agencies, and school counselors through email, online platforms, phone, forums, blogs, and in-person meetings.
- Extensive travelling.
- Manage agent contracts, onboarding, training, and commission payments.

2. Admissions & Student Guidance

- Actively guide prospective students through the admissions process, ensuring swift application completion.
- Use proactive communication to increase conversion rates and take ownership of lead-to-application metrics and KPIs.
- Deliver high-quality, personalized support to students and families, providing an exceptional admissions experience.
- Personally lead guided tours, presenting AAU's unique academic and community offerings to prospective students.

- Ensure that all student documents and admissions records are accurately maintained in the system.

3. Strategy, Communication & Marketing Support

- Assist in drafting recruitment and admissions strategies in conjunction with the Marketing Manager and Admissions Offices.
- Establish and maintain a counselor's newsletter to strengthen relationships and share updates.
- Produce reports on recruitment activities for internal and external stakeholders.

4. Collaboration & Additional Responsibilities

- Work closely with Admissions, Marketing, and Student Support and Resources Departments to ensure an effective and aligned admissions pipeline.
- Perform other activities according to the instructions of the direct supervisor.

Profile:

- English language proficiency – C1 level or higher required.
- College/university degree required; background in recruitment, admissions, customer service, or sales preferred.
- Sales and results driven.
- Organizational, administrative, and multitasking skills.
- Detail-oriented, proactive, responsible, and communicative and good at prioritizing.
- Strong interpersonal, written, and verbal communication skills.
- Comfortable working with people from a variety of culturally diverse backgrounds.
- Adaptability to quickly adjust to changing regulations and processes.
- High standards of professionalism, ethics, and confidentiality.
- Reliable, responsible, and highly committed to assisting and guiding students through the admissions process.
- Positive attitude, flexible mindset, and willingness to go the extra mile to provide outstanding service.

We offer:

- Work at a prestigious university in an inspiring palace under Prague Castle
- Multicultural, international environment
- Friendly staff and colleagues
- 25 days of paid vacation per year and 5 sick days
- Discounts on studies at AAU
- Contribution to Multisport Card

Interested candidates should send applications to simona.harvis@aauni.edu.

It is expected that the selected candidate will assume their position ideally from August 1st, 2025.

Applications should consist of:

- Cover letter including list of relevant experience or achievements in recruitment process.
- Up-to-date CV.

In Prague on May 25th, 2026