Call for the position of:
Study Abroad Coordinator

Anglo-American University (AAU) is seeking an approachable and proactive **Study Abroad Coordinator**.

In this role, you will be responsible for coordinating admissions, student services, and program activities for incoming study abroad students participating in AAU's semester, customized, summer and winter programs.

What would be your specific responsibilities?

Manage study abroad inquiries in Salesforce, monitor enquiry status and conversion, and coordinate admissions through acceptance, including student and parent communications.
Support student life matters in cooperation with other AAU departments.
Coordinate billing with Finance, distribute invoices and monitor payments.
Provide course advising and registration for study abroad cohorts and individual freemovers.
Organize orientations, student trips, academic visits and related activities; participate in events in and outside Prague as needed.
Support logistics for short-term programs, including summer and winter schools.
Assist with issuing academic transcripts and professional certificates.
Coordinate with Marketing on study abroad content, including videos, interviews, testimonials, events and photos.
Oversee AAU merch shop operations: support the student assistant, monitor orders and stock, and cover shifts during illness or additional operational needs.

What we offer?

25 days of paid vacation per year and 5 sick days.
Option to work from home two days per week after the probationary period.
Discounts on studies at AAU.
Contribution toward a MultiSport card.
Work at a prestigious university in an inspiring palace under Prague Castle.
Multicultural, international environment and friendly and supportive team.

What We're Looking For

Bachelor's degree or higher and experience in international relations.
Customer-service mindset and multicultural awareness.
Strong organizational skills, attention to detail and ability to manage competing deadlines.
Excellent communication skills; excellent command of English and Czech, both written and spoken.
Flexibility and willingness to occasionally work outside regular business hours.

Applications should include:

An up-to-date CV in English. A brief cover letter in English outlining your motivation and relevant experience.

Interested candidates should send applications to workwithus@aauni.edu.

Applications will be reviewed from November 23, 2026, until the position is filled.