AAU VPIA Student Assistants

General Description:

The AAU VPIA Student Assistant will assist the VPIA department with event management, alumni relations and external outreach. The assistant will help with event preparations, database updates and other tasks assigned by the VPIA.

Responsibilities:
- Assistance with event organization
- Assist during academic visits if needed
- On-site support
- Ad-hoc duties at events including, but not limited to, guest list and catering management, showing guests to the venue
- Preparation of the venue
- IT/AV support during the event
- Research
- Database and contacts updates
- Outreach to companies, alumni, other partner organizations

    Profile:
- Excellent English (knowledge of Czech and/or other languages a plus)
- Knowledge of the AAU community
- Outgoing personality
- Passion for events
- Problem solver
- Creativity
- Basic knowledge of IT, Excel
- Time flexibility

Remuneration:
- **Hourly rate of 100 CZK** per working hour

Requirements:
- **Student visa or work permit is a must.**

Benefits:
- Gain experience in different areas of AAU's Institutional Advancement
- Opportunity to network

Interested candidates should send their **CV and a Cover Letter** to Lucie Kacovská via email at **lucie.kacovska@aauni.edu**. The reviews of the **applications and interviews will start immediately** and will continue until the position is filled. It is expected that the selected candidates will assume the positions **from January 2023 or upon agreement.**