

ADMISSIONS ASSISTANT

Anglo-American University (AAU), the oldest private university in the Czech Republic, is excited to announce an opening for a **full-time Admissions Assistant**.

AAU offers BA and MA programs with both Czech and American accreditation in a vibrant, international setting, welcoming students from over 80 countries.

We are looking for a dedicated and friendly individual to join our team and provide essential administrative support. **If you are organized, detail-oriented, and ready to contribute to a dynamic educational community, we would love to hear from you!**

The Admissions Assistant is primarily responsible for providing administrative support to the Admissions Office, ensuring smooth operations and efficient handling of office tasks. The key administrative duties include managing day-to-day administrative functions such as answering frequently asked questions, scheduling interviews, and organizing the collection, processing, and filing of documents and data management. Additionally, the role involves offering exceptional customer service in person and through email, supporting prospective students and other stakeholders.

The Admissions Assistant is a part of the Student Support and Resources Department.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Schedule interviews for prospective students and assist with the collection and verification of admissions-related data.
- Maintain and organize student files, ensuring confidentiality and accuracy.
- Prepare physical student folders for the Registrar and manage the distribution of admission decisions, student contracts and other relevant documents.
- Collaborate with other university offices to streamline admissions processes and ensure the proper distribution of information to incoming students.
- Cross-check data across platforms and ensure seamless handover to relevant departments.
- Assist with logistics and preparations for Open Houses, Orientation Day, and other admissions-related events.
- Respond to inquiries from prospective students via email, online platforms, phone, or in an in-person capacity.
- Maintain the Admissions office space, ensuring its cleanliness and managing office supplies and materials.

PROFILE:

- Excellent organizational skills and multitasking ability
- Extremely detail-oriented, proactive, responsible, and communicative
- Able to offer a personalized approach to students and effectively prioritize workflow
- Willingness to work with people from a variety of culturally diverse backgrounds
- Ability to adjust to new regulations quickly and effectively
- High standards of ethics and confidentiality to handle sensitive information
- Strong PC skills, including MS Office

- Salesforce and Pardot experience is preferred but not required
- English language proficiency – C1 or higher

WE OFFER:

- Multicultural, international environment
- Supportive and friendly staff and colleagues
- Possibility to work from home
- One-hour lunch break included in the eight-hour daily working time
- 5 weeks of paid vacation per year
- 5 paid sick days per year
- MultiSport card partially subsidized by the employer
- Opportunities for personal development, including university courses free of charge
- Discounts at nearby restaurants and with our partners
- Regular community events and team-building activities
- One-year contract starting in October 2024, with an option to extend after the first year
- Healthcare insurance is automatically included

Interested candidates should send their **English CV and a cover letter to Ivana Vrobel at ivana.vrobel@aauni.edu**. **The review of the applications and interviews will begin on September 25, 2024**, and will continue until the position is filled. **The selected candidate is expected to start in October 2024.**

For more information about Anglo-American University, please visit our [website](#).