

## **Admissions Counselor**

### **Anglo-American University, Prague**

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

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

As an Admissions Counselor at AAU, you will be the primary point of contact for prospective students and families, leading them through a seamless and expedited application process. With a focus on high-quality service and quick conversion, you will provide tailored guidance to ensure applications are completed efficiently. Your ability to engage, follow up, and foster confidence in the admissions journey will be key to meeting our enrollment targets.

#### **Key Responsibilities:**

- Actively guide and convert prospective students, ensuring applications are completed and submitted swiftly.
- Deliver high-quality, individualized support to students and families, creating an exceptional admissions experience.
- Use proactive communication to increase conversion rates, taking ownership of lead-to-application metrics and KPIs.
- Personally lead guided tours and represent AAU's unique offerings to prospective students.
- Maintain accurate records of all interactions, feedback, and application statuses.
- Work closely with colleagues in the admissions and other departments to ensure an effective and aligned admissions pipeline.

#### **Candidate Profile:**

- Background in admissions, customer service, or sales preferred.
- A proven ability to convert inquiries to applications, utilizing CRM tools (Salesforce experience is a plus).
- Excellent multitasking, prioritization, and adaptability to changes.
- Native or near-native English proficiency with strong interpersonal abilities.
- A genuine commitment to assisting and guiding students through the admissions process.

#### **We Offer:**

- Multicultural, international environment
- Friendly staff and colleagues
- 5 weeks of paid vacation per year
- 5 sick days per year
- Multisport card partially subsidized by the employer
- Possibility of personal development (taking university courses free of charge)
- One-hour lunch break included in the eight-hour daily working time

- Possibility to work from home
- Discounts at nearby restaurants and with our partners
- Healthcare insurance is automatically included
- Contract for one year with an option of an extension after one year

Interested candidates should send their **English CV and a cover letter to [ivana.vrobek@aauni.edu](mailto:ivana.vrobek@aauni.edu)**. The **review of the applications and interviews will start on November 18th, 2024** and will continue until the position is filled. It is expected that **the selected candidate will assume their position upon agreement, latest by January 2025**. For more information about the University, visit the [website of Anglo-American University](#).