

Assistant Dean

School of Arts, Humanities and Social Sciences

Anglo-American University (AAU) announces a search to fill the **full-time position of Assistant Dean** for the **School of Arts, Humanities and Social Sciences**.

Anglo-American University is the oldest private university in the Czech Republic, offering undergraduate and graduate programs accredited both in the Czech Republic and the United States of America. Our mission is to provide high-quality education through personalized interaction between students, faculty, and staff in a diverse, international environment.

General Description:

The Assistant Dean provides administrative support to the Dean and Vice Dean in the operation of a school and its study programs. The position entails day-to-day contact with both students and faculty from all over the world. The office language is English. The Assistant Dean serves as a primary academic advisor for students and is responsible for the welfare of students and faculty members.

This position reports to the Vice Dean / Dean.

Key Responsibilities:

- Administration of the school office and study programs
- Administrative support to the Dean, Vice Dean, faculty members and to school events
- Interviewing and registering new student applicants
- Advising students regarding their academic programs
- Contact person for students, advising students, course registration
- Maintaining student and faculty records
- Course scheduling
- Coordination and cooperation with the other offices and departments

Candidate Profile:

- Excellent organization and communication skills
- Friendly demeanor and a student-focused approach
- Ability to work with people from culturally diverse backgrounds
- Excellent English
- University degree
- Strong PC skills, i.e., MS Office, Google Apps and online communication platforms, social media
- Salesforce experience is an advantage
- Professional background in education is an advantage
- School specific knowledge is an advantage

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.vrobel@aauni.edu. The review of the applications and interviews will start after Nov 30, 2024 and will continue until the position is filled. **It is expected that the selected candidate will assume their position Jan 1, 2025.**

For more information about the University, visit the [website of Anglo-American University](#). For more about the School of Arts, Humanities & Social Sciences (SAHSS), visit the [website of SAHSS](#).