

Study Abroad Specialist

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 Study Abroad Specialist**. We are also open to considering part-time arrangements if mutually agreeable terms can be established.

As a Study Abroad Specialist at AAU, you will play a key role in implementing the action plan of the Study Abroad Office. Your responsibilities will include supporting the admissions process and coordinating custom, faculty-led, and summer school programs. This position offers a unique opportunity for individuals passionate about international education and cultural exchange to contribute to AAU's dynamic academic community.

The role reports to the Director of Study Abroad.

Key Responsibilities:

- Serve as a point of contact for students and parents, addressing queries related to admissions
- Support the admissions process for study abroad students, managing their journey from initial inquiry to acceptance at AAU
- Participate in student orientation, academic visits, trips, and other activities for study abroad students and groups
- Assist with logistics for short-term programs, including summer and winter schools and similar programs
- Contribute to short-term study abroad programming by planning and executing events, including providing support for excursions in and outside Prague
- Engage in academic and extracurricular events, trips, and activities both in and outside Prague
- Collaborate with the Study Abroad Coordinator to manage tasks such as preparing academic transcripts for study abroad students and arranging their delivery to partner universities or the students themselves.
- Coordinate with the Marketing department to promote study abroad activities (program videos, photos, interviews, testimonials, event coverage).

Candidate Profile:

- Proactive, responsible, and communicative personality
- Comfortable working with people from diverse cultural backgrounds
- Strong customer service skills, including interpersonal, written, and oral communication
- Proficiency in verbal and written communication in both English and Czech
- Excellent organizational and multitasking abilities
- Willingness to travel
- Bachelor's degree

We Offer:

- A trusted, international workplace located in the exceptional Thurn-Taxis Palace in Prague 1
- Supportive and friendly team environment
- 5 weeks of paid vacation per year
- 5 paid sick days per year
- MultiSport card partially subsidized by the employer
- Flexible working hours
- One-hour lunch break included in the eight-hour daily working time
- Possibility to work from home occasionally
- Opportunities for personal growth, including taking AAU courses free of charge
- Discounts at nearby restaurants and with our partners
- A monetary work anniversary bonus (3, 5, 10 years, and beyond)
- 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**. The **review of the applications and interviews will start on December 9, 2024** and will continue until the position is filled. The selected candidate is **expected to assume the role either immediately or in January/February 2025**, subject to mutual agreement. For more information about the University, visit the [website of Anglo-American University](#).

Note: Please note that AAU will be closed for winter break from Dec 21 to Jan 5. Any inquiries received during this period will be addressed starting Jan 6, 2025.