

ADMISSIONS COUNSELOR

Anglo-American University (AAU), the oldest private university in the Czech Republic, announces **a search for the full-time position of Admissions Counselor**.

This role is responsible for providing administrative and operational support, with a primary focus on guiding admitted students through the final steps of their journey to ensure a smooth and successful transition from admission to enrollment.

The Admissions Counselor reports to AAU's Director for Admissions and Student Support.

RESPONSIBILITIES:

- Provide excellent customer service to prospective and admitted students by responding promptly to inquiries through various channels (email, phone, in-person, online meetings).
- Maintain proactive communication with admitted students, providing support and guidance on visa processes, payment, registration, mode of studying, diploma recognition process, accommodation, and other necessary steps to ensure a smooth transition to AAU.
- Ensure the conversion of admitted students to committed students by supporting them in completing all necessary enrollment steps and providing timely follow-up to meet enrollment targets.
- Organize and facilitate workshops, information sessions, open houses, and campus visits for admitted students to help guide them through the next steps in their academic journey.
- Collaborate with the Admissions team to ensure all follow-up procedures are carried out and prospective students receive the appropriate support at every stage of the admissions process.
- Issue relevant documentation for visas and arrange shipping in cooperation with Housing Specialist.
- Assist the Admissions Office with document collection and cross-check student files before each intake to ensure all data is in order.
- Manage reports to ensure current data is being tracked properly.
- Collaborate with the Student Support teams to provide seamless pre-enrollment support.

REQUIREMENTS:

- English language proficiency - C1 level or higher required
- Outstanding organizational, administrative, and multitasking skills
- Detail-oriented, proactive, responsible, and communicative
- Strong interpersonal, written, and verbal communication skills
- Ability to offer a personalized, student-centered approach while effectively prioritizing workload
- Comfortable working with people from a variety of culturally diverse backgrounds
- Ability to adapt swiftly and effectively to changing regulations
- High standards of professionalism, ethics, and confidentiality when handling sensitive information
- Strong PC skills: MS Office, Google Suite
- Salesforce experience is preferred but not required

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
- Flexible working hours
- Possibility to work from home occasionally
- One-hour lunch break included in the eight-hour daily working time
- Contribution toward a MultiSport card
- Subsidized lunch program at the nearby Charles University canteen
- Opportunities for personal growth
- Psychological counselling
- An opportunity to participate in the staff exchange programs
- A monetary work anniversary bonus (3, 5, 10 years, and beyond)
- Discounts at nearby restaurants and with our partners
- A fixed-term employment contract (1 year) with the possibility of extension in case of mutual satisfaction

APPLICATION PROCESS:

Applications should consist of:

- Up-to-date CV
 - A cover letter outlining your relevant experience and key achievements
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- Interested candidates should send their **application to** Ivana Vrobel at **ivana.vrobel@aauni.edu**.
 - The review of applications and interviews will begin after June 15, 2025 and will continue until the position is filled.
 - **The selected candidate is expected to assume the role as soon as possible (subject to mutual agreement).**

For more information about the University, visit the [website of Anglo-American University](https://www.aauni.edu).