

School Coordinator

School of Business

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

AAU offers BA and MA programs with Czech and American accreditation in a uniquely diverse and international environment to students from more than 70 countries. With more than 80% of students coming from outside the country, AAU is among the most international universities in the world. Our mission is to provide high-quality education through personalized interaction between students, faculty, and staff.

As a **School Coordinator at AAU**, you will provide administrative support for the operation of the School of Business (SBU) and its study programs. You will have daily contact with both students and faculty from around the world, using English as the office language. You will serve as an academic advisor for students, sharing this responsibility with the Assistant Dean.

The School Coordinator reports directly to the Dean.

Key Responsibilities

- **Dean's Office Support:** Assist with student and course data management, syllabi collection and review, credit transfers, assistance with placement tests, study checks for graduating students, document maintenance, reporting, and admission interviews.
- **Student Support:** Act as a point of contact for degree-seeking, exchange, Erasmus, and study abroad students. Provide guidance, assist with registration and advising meetings, process official letters, and more.
- **Faculty Support:** Provide admin and logistical assistance to faculty members.
- **Communication:** Maintain and update the School's intranet page and prepare student newsletters.
- **Events:** Support the organization of open houses, student orientation, and cross-departmental events.
- **Other Duties:** Perform additional tasks as assigned by the Dean.

Candidate Profile

- Excellent English skills (C1 – C2)
- Bachelor's degree
- Highly organized, with strong attention to detail and the ability to manage multiple tasks efficiently
- Strong interpersonal, written, and verbal communication skills with a student-focused approach
- Comfortable working with individuals from diverse cultural backgrounds
- Proficient in MS Office, Google Apps, and online communication platforms
- Familiarity with Salesforce or another CRM system is an advantage
- Experience in education or familiarity with AAU operations is an advantage

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
- An opportunity to participate in the staff exchange programs
- Psychological counselling
- Discounts at nearby restaurants and with our partners
- A monetary work anniversary bonus (3, 5, 10 years, and beyond)
- A fixed-term employment contract (1 year) with the possibility of extension in case of mutual satisfaction

Application Process

- Interested candidates should send their **English CV and a cover letter** to Ivana Vrobel at ivana.vrobel@aauni.edu.
- The review of applications and interviews will begin after July 20, 2025, and will continue until the position is filled.
- **The selected candidate is expected to assume the role on August 1, 2025, subject to mutual agreement.**

For more information about the University, visit the [website of Anglo-American University](#). For more about the School of Business (SBu), visit the [website of SBu](#).