

INTERNATIONAL RECRUITMENT AND ADMISSIONS COUNSELOR (with CZ & EN)

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

The International Recruitment and Admissions Counselor is a dynamic and well-rounded role that combines administrative and social-oriented tasks focused on recruitment activities. This position is centered on engaging with prospective university students from diverse backgrounds and is ideal for a motivated professional who will thrive on building connections with students, families, and educational partners. The role involves extensive travel across the Czech Republic, throughout Europe, and beyond, representing Anglo-American University at international fairs, high schools, and partner institutions. It offers a unique opportunity to promote the university's academic programs and vibrant international community, while supporting students from their first inquiry through to successful enrollment.

The Counselor reports to AAU's Marketing and Enrollment Manager.

RESPONSIBILITIES:

1. International Recruitment & Representation

- Plan and implement recruitment activities to generate international applications.
- Represent AAU at educational fairs (virtual and in-person), high school visits, open house events, and campus tours.
- Research international recruiting trends to inform strategy and ensure effective regional coverage.
- Build, expand, and maintain an internal recruitment database.
- Establish, implement, and coordinate AAU tours, recruitment events, and student visit programs.
- Build and maintain mutually beneficial relationships with recruitment agents, agencies, and school counselors through email, online platforms, phone, forums, blogs, and in-person meetings.
- Manage agent contracts, onboarding, training, and commission payments.
- Extensive travelling

2. Admissions & Student Guidance

- Actively guide prospective students through the admissions process, ensuring swift application completion.
- Use proactive communication to increase conversion rates and take ownership of lead-to-application metrics and KPIs.
- Deliver high-quality, personalized support to students and families, providing an exceptional admissions experience.
- Personally lead guided tours, presenting AAU's unique academic and community offerings to prospective students.
- Ensure that all student documents and admissions records are accurately maintained in the system.

3. Strategy, Communication & Marketing Support

- Assist in drafting recruitment and admissions strategies in conjunction with the Vice President for Student Affairs (VPSA), Marketing, and Admissions Offices.
- Establish and maintain a counselor's newsletter to strengthen relationships and share updates.
- Contribute to the development and updating of marketing communications, materials, and digital content.
- Produce reports on recruitment activities for internal and external stakeholders.

4. Collaboration & Additional Responsibilities

- Work closely with Admissions, Marketing, and Student Support and Resources Departments to ensure an effective and aligned admissions pipeline.
- Perform other activities according to the instructions of the direct supervisor.

REQUIREMENTS:

- Czech and English language proficiency - C1 level or higher required for both
- College/university degree required; background in recruitment, admissions, customer service, or sales preferred
- 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
- Adaptability to quickly adjust to changing regulations and processes
- High standards of professionalism, ethics, and confidentiality when handling sensitive information
- Sales and negotiation skills are a plus
- Proven ability to convert inquiries to applications using CRM tools (Salesforce and Pardot experience preferred but not required)
- Reliable, responsible, and highly committed to assisting and guiding students through the admissions process
- Positive attitude, flexible mindset, and willingness to go the extra mile to provide outstanding service
- Strong PC skills: Word, Excel, PowerPoint, Google Suite, CRM systems

WE OFFER:

- A trusted, international workplace located in the exceptional Thurn-Taxis Palace under Prague Castle
- 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, including taking AAU courses free of charge
- 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
 - Cover letter including a list of relevant experience or achievements in the recruitment process
- Interested candidates should send their **application 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 ASAP, ideally from August 2025 (subject to mutual agreement).**

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