

INTERNATIONAL RECRUITMENT AND ADMISSIONS COUNSELOR (With CZ & EN)

At Anglo-American University (AAU), we're looking for a dynamic, energetic communicator who thrives on meeting new people, building relationships, and making things happen. If you love travel, speaking with people from all over the world, and turning "interested" into "enrolled," this role is for you.

You'll be the face of AAU in high schools, events, and fairs across the Czech Republic, Slovakia, and beyond, showing students why AAU is the choice for an international, career-focused education.

This is a fast-paced, results-driven role that combines sales skills, creativity, and personal connection. You'll help students from their first question all the way to their first day on campus.

RESPONSIBILITIES:

1. International Recruitment & Representation

- Plan and implement recruitment activities to generate international applications.
- 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.
- Extensive travelling.
- Manage agent contracts, onboarding, training, and commission payments.

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 Marketing Manager and Admissions Offices.
- Establish and maintain a counselor's newsletter to strengthen relationships and share updates.
- 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 discounts on studies at AAU
- 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 full-time fixed-term (1 year) employment contract 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.aauni.edu).