# STUDY ABROAD ADMINISTRATOR

**(Part-Time: 20 - 30h)**

Anglo-American University (AAU), the oldest private university in the Czech Republic, is seeking a part-time Study Abroad Administrator. This role supports the Study Abroad Office in admissions and program coordination for study abroad, custom and summer school programs. If you're passionate about international education and cultural exchange, this is a wonderful chance to be part of AAU's dynamic community. The Study Abroad Administrator reports to the Director of Study Abroad.

## RESPONSIBILITIES:

- Plan and implement recruitment activities to generate international applications.
- Support the admissions pipeline for study abroad students from initial inquiry through acceptance.
- Provide administrative support for department activities, including issuing formal documents.
- Participate in student orientation, academic visits, trips, and co-curricular activities.
- Assist with logistics for short-term programs (summer/winter schools and similar).
- Help plan and deliver events; provide support for excursions in and outside Prague.
- Coordinate with Marketing to promote study abroad (program videos, photos, interviews, testimonials, event coverage).
- Serve as a point of contact for students and parents; address admissions-related inquiries.

## REQUIREMENTS:

- Diligent, reliable, and detail-oriented; proactive and communicative
- Strong customer service mindset with excellent interpersonal, written, and oral communication skills
- Comfortable working with people from diverse cultural backgrounds
- Proficient in Czech and English (spoken and written)
- Experience with a CRM (e.g., Salesforce) is welcome but not required
- Bachelor's degree

## 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

- 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 part-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 outlining relevant experience and achievements for the position

  - Interested candidates should send their **application to** Ivana Vrobel at **ivana.vrobel@aauni.edu**.
  - The review of applications and interviews will begin after November 15 and will continue until the position is filled.
  - **The selected candidate is expected to assume the role in January/February 2026 (subject to mutual agreement).**

For more information about the University, visit the website of Anglo-American University.