

Admissions Officer at Study Affairs Office

Our mission at CERGE-EI is to offer our students a Western-style program designed for outstanding students who want a rigorous graduate education in economics at a prestigious international institution with an opportunity to pursue careers in academia around the world. We are looking for a new Admissions Officer to join our team.

Job description:

- Organizing and filing admissions documentation
- Analyzing applications of prospective students based on standard admissions policies
- Reviewing student applications
- Management of admissions and student databases, statistics and reports
- Assisting in maintaining and updating admissions records and files
- Carrying out administrative duties
- Responding to student queries in a professional manner
- Follow-up with students for any enquiries through direct meetings, live chat, phone calls and email
- Keeping up-to-date with academic program requirements, enrollment restrictions and other issues related to recruiting and admitting students
- Processing student registration in the programs
- Preparing student contracts, acceptance and rejection documents
- Assisting with diploma nostrification process
- Communicating with applicants about their application status, including acceptance/rejection
- Participating in (or delivering) info sessions if needed
- Participating in orientation and registration program for newly admitted students
- Providing support to prepare admissions-related presentations
- Other duties as assigned

Skills and competences required:

- Excellent communication, presentation and organisation skills
- Attention to detail and good time management
- Can-do attitude, team player, service-oriented personality
- Ability to make independent judgments and work under pressure
- Analytical skills and ability to develop effective solutions
- Advanced knowledge of MS Office + Google Suite
- Ability to understand the long-term needs of the organization, motivation for work in the academic environment
- Fluent English (working language of the institution) and Czech

Previous experience in a non-governmental or educational institution is an advantage.

Job details:

- full-time position in the center of Prague at one of the leading educational and research institutions in Central and Eastern Europe in a truly international environment
- independent agenda; non-routine work with international students
- everyday use of English
- competitive salary and other benefits

Starting date: as soon as possible or later by agreement

Application:

Please send us your CV and a brief motivation letter, both in English only on email:
eva.kellnerova@cerge-ei.cz

Application deadline: June 12, 2021

Contact person: CERGE-EI, Mgr. Eva Kellnerová