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