We are CERGE-EI (http://www.cerge-ei.cz/) - a joint workplace of Charles University and the Economics Institute of the Czech Academy of Sciences. We offer Western-style graduate economics education at MA and PhD levels and produce frontier research in theoretical and applied economics. Our working languages are English and Czech.

**Student Recruitment Coordinator**
We are looking for a new member of our small PR and Development team for position

**Student Recruitment Coordinator**
This is a full-time position, initially for a fixed term of one year, with the possibility of extension.

**What you will do:**
- Developing and running a pool of student recruitment activities leading to successful application for study in all CERGE-EI study programs (newsletters, advertising, social media and website posts, participation in education fairs, running own recruitment events, etc.);
- Updating content of the website section dedicated to study opportunities (content editing and sourcing);
- Study programmes advertising (linkedin ads, FB campaigns, adverts in selected offline and online channels including design management and production control);
- Content provision for materials promoting study at CERGE-EI (print, online materials, audio/video content, sourcing input from current faculty and students);
- Organization of events for study applicants and current students (virtual or F2F open days and webinars for applicants; small social events for current students, etc.);
- Handling enquiries from applicants in order to support them in successfully completing their application for study;
- Related administrative agenda (contact lists management, archiving, collating data for reporting purposes, and organizing student presentation trips).

**Skills and competences required:**
- Previous experience working in academic environment in a similar role;
- Fluent English and Czech (native speaker level);
- Attention to detail and good time management;
- Can-do attitude, team player;
- Advanced knowledge of MS Office;
- Experience in student services provision, promotion and event management is a big plus.

**We offer you:**
- Stable employment at a leading educational and research institution;
- International work environment located in the center of Prague;
- Competitive salary;
- Everyday use of English;
- 5 weeks of paid holiday;
- Lunch contribution;
- Language and other educational courses;
- Multisport card;
- Home office possibility depending on work agenda;
- Other diverse employment benefits.

Interested? Then send us your CV and motivation letter, both in English at hr@cerge-ei.cz.