

Study Affairs Officer

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 Study Affairs Officer to join our team.

Job description:

- Organizing and administering student records
- Updates records with new enrollments, grades, attendance, finances, etc.
- Administer the graduation process and defenses
- Administers all operations in the registration process (record creation, course schedule, classroom assignment, final exam scheduling, grade processing, student enrollment)
- Administration of databases, statistics and reports
- Carrying out administrative duties
- Responding to student queries in a professional manner
- Provide support, assistance, technical advice, guidance and information to faculty, staff, students and visitors in relation to the academic agenda
- Keeping up-to-date with academic program requirements, enrollment restrictions
- 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 or by agreement

Application:

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

Application deadline: August 23, 2021

Informace o pozici:

- CERGE-EI
- Required education: Bachelor or higher
- Required languages: English (advanced), Czech (proficient)
- Benefits: 5 weeks holidays, Educational courses, Contribution to sport/culture/leisure
- Listed in: Administrativa, vzdělávání a školství
- Employment form: Full-time work
- Contract duration: permanent
- Employment contract: employment contract

Contact person: CERGE-EI, Mgr. Eva Kellnerová,