

Dean of the School of Business Administration and of John H. Carey II School of Law

Company:

Anglo-American University

Location:

Czech Republic / Prague

Discipline:

Employment Type:

Permanent Full-time

Posted:

2019-11-22

Contact Person:

If you wish to apply for this position, please specify that you saw it on AKADEUS.

Dean of the School of Business Administration and of John H. Carey II School of Law

Anglo-American University announces a search to fill the position of Dean of the School of Business Administration and of John H. Carey II School of Law. Anglo-American University is the oldest private university in the Czech Republic, offering BA and MA programs with Czech and American accreditation in a uniquely international environment to students from more than 70 countries across the world. With more than 80% of students coming from outside the country, AAU is one of the most international universities in the world.

The Dean will be responsible for managing the operation of both Schools, for operation and quality of study programs, for leading and coordinating the research of faculty, for the quality of faculty and for its assessment. The position entails day-to-day contact with faculty, administration staff, and students of diverse cultural backgrounds. The official language is English. It is a full-time position. It is expected that the Dean will teach two courses per academic year, oversee the state exams, advise students, stimulate research activity of faculty and pursue her/his own academic projects.

The appointment to the position is for the 4 years term with a possibility to be reappointed. The first term of service shall include a six-month probationary period.

Responsibilities:

- General management, operation, and development of the School, including the general welfare and discipline of faculty and students
- Leading and managing the faculty
- Communication with students, parents, faculty, and other partners and stakeholders
- Management of academic and other educational programs
- Research coordination and overview
- Management of budgetary matters, personnel matters, and physical facilities
- Teaching and research

Profile:

- Excellent management, leadership and teamwork skills
- Advanced university degree (preferably Ph.D.) in business administration, finance, economics, law or related fields
- Excellent English
- Friendly demeanor
- Ability to work with people from culturally diverse backgrounds
- Dedication to education and openness to innovative educational methods
- Strong educational and/or research background
- Strong communication and presentation skills
- Strong PC Skills

We offer:

- Work at a prestigious university in an inspiring palace under Prague Castle
- Multicultural, international environment
- Friendly staff and colleagues
- 8 weeks of paid vacation per year

Salary:

- CZK 50-80 000 gross (approximately CZK 37-60 000 net) monthly for full-time employment, depending on managerial experience and academic rank (lower band for a proven research record, upper band for a full professor)

Interested candidates should send applications to ivana.kratochvilova@aauni.edu. The reviews of the applications and the interviews will start after December 31st, 2019 and will continue until the position is filled. It is expected that the selected candidate will assume her/his position on September 1, 2020, or by agreement.

Applications should consist of:

- Cover letter
- Diploma and/or documents confirming the academic rank
- Up-to-date academic CV, including
 - List of academic publications
 - List of other relevant outputs in the field of expertise – managerial experience, public outreach, activity serving the larger community (consultancy, advising, reviewing, dissemination of knowledge, or other forms of engagement) etc.
 - List of courses taught
- 2 reference letters

For more information about the School of Business Administration and John H. Carey II School of Law visit the website of the [Anglo-American University](#) or the respective [LinkedIn page](#).

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