

Job Description: NEWTON University International Coordinator

NEWTON University seeks to appoint an International Coordinator, to support the International Office of the university, including to manage relations with international partners, support overseas student recruitment and experience, and generally assist in the internationalisation of the University.

Responsibilities:

International Relations

1. International Partner Relations Management & Communication
2. International Research Coordination
3. Managing International Student Recruitment Agents/ Agencies
4. General International Relations Assistance as required

Supporting Teaching in English

1. Teaching Quality Monitoring Support
2. Moodle & Other Online Learning Tools Management
3. Admissions support as required

Internationalisation Project

1. Organising Academic Events in English
2. English-language Marketing Coordination
3. Translations oversight
4. Supporting bilingual communication across the school

This position offers the potential for a promotion to Head of International Office in the short term and International Strategy Manager in the long term.

To apply, send your CV and a short cover letter to andrea.kraslova@newton.university. If you have any questions, please email Andrea Kráslová, the Head of the NEWTON Careers Centre, at the above email address.

About NEWTON University

NEWTON University is a private university in the Czech Republic, offering bachelor, masters, MBA and other postgraduate and professional programmes in management, economics, psychology, applied business, and marketing. With campuses in the two largest Czech cities, Prague and Brno, it caters to around 1500 students every academic year.

Since 2012, the College has been a six-times winner of the Faculty of the Year competition, a survey in which university and higher education colleges in the Czech Republic are rated by more than 20,000 students every year. NEWTON College Alumni are regularly featured in the Czech Forbes 30 under 30.

NEWTON College is accredited by the Ministry of Education, Youth and Sports of the Czech Republic and the degrees it awards are automatically recognized in all EU countries.