Assistant Director, Events and Operations (full-time, 35 hours/week)
Conferences and Pryzbyla Management
101455

**Position Summary**: The mission of the Office of Enrollment Services is to provide high quality services related to registration, records, and student accounts in a one-stop environment to current students, alumni, staff, faculty, and the general public. The enrollment services office strives to make these services available to students where, when and how they need them, and works closely with other CUA offices to ensure that current information is provided to students to alleviate the need to visit numerous offices to obtain that information. We are committed to providing exceptional service while exhibiting accuracy and efficiency in our work, and maintaining integrity, professionalism and respect.

Reporting to the Associate Director of Conferences and Pryzbyla Management (CPM), the Assistant Director of Events and Operations is responsible for providing complex professional event and operations services to University staff and faculty, University students, and external clients.

**Essential Responsibilities Include**: Space and Operations Management: oversee the day-to-day operations of the Pryzbyla Center, supervise the Operations Coordinator in the day-to-day management of building facilities, events, and operations. Event Management and Support: oversee the production of high-quality events on for the University community and external clients, work collaboratively with the Conferences and Pryzbyla Management (CPM) staff to provide appropriate event management support to the conference program. provide expert audio-visual and digital media services. Provide for facility and technical operations in the Pryzbyla Center; serve as primary contact for users of the Pryzbyla Center and ensure high levels of customer service delivery, respond to customer needs and set rooms for events occurring in the Pryzbyla Center. Develop and supervise student operations and event management staff; recruit, hire, train, supervise, and evaluate student operation assistants, set-up crew, information desk specialists, and technical crew, appropriately schedule student event management staff to ensure that all event and facility needs are met, in coordination with the operations coordinator, and other departmental staff. Coordinate various Pryzbyla Center services; oversee, coordinate and maintain all audio visual rentals through Cardinal Productions, conducts all billing and financial management for the coordination of all Cardinal Production services. Maintain access/security control for Pryzbyla Center; ensure that the facility is secured and opened as scheduled.

**Minimum Qualifications**: Bachelor’s degree required (Event Management, Communications, Business Administration, or a related field is preferred). A minimum of two (2) years’ related professional experience in a college or university, non-profit organization or other program related entity. Supervisory experience and knowledge of student union, conference services, and/or meeting planning required. Must have demonstrated knowledge of basic audio visual equipment and software, including projection equipment, sound boards, and other event technology. Knowledge of and experience working with performance quality sound and lighting systems. Knowledge of and experience working with various scheduling and event management software programs.

**Preferred Qualifications**: Master’s degree. Involvement in NACA, ACUI, or other professional organizations(s) and demonstrated desire for professional growth.

Ability to: plan, organize and manage events and activities; effectively communicate both verbally and in writing; analyze and solve problems, draw valid conclusions and develop alternate recommendations; and instruct, train and supervise the work of student employees. Knowledge of and commitment to the principles of student development theories and desired learning outcomes. Knowledge of best practices, procedures and activities of university center operations and event services. Strong interpersonal skills and ability to deal effectively with the public.

This position requires driving on behalf of University business. Possession of a current and valid U.S. driver’s license is required along with an initial MVR clearance check. Due to the nature of contemporary student development responsibilities, work schedules differ from, and exceed, typical business hours.
How to apply: forward resume, cover letter and salary requirements to: CUARecruitment@cua.edu. Reference position 101455 in subject line. Position is open until filled.

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