

# THE CATHOLIC UNIVERSITY OF AMERICA

**Assistant to the Dean (full-time, 35 hours/week)**

**School of Architecture & Planning**

**Position 101788**

**Position Summary:** Provide general administrative and clerical support to the Dean of the School of Architecture and Planning. Provide coordination and assistance with alumni relations, development efforts and event planning. The position requires substantial budget/financial and office related tasks, such as tracking office expenses, managing the office budget (s), purchasing goods and services, preparing correspondence and memoranda, and managing payment of invoices, travel reimbursements and record keeping. Perform other administrative duties as assigned.

**Essential Responsibilities Include:** Providing general administrative and clerical support to the Dean. Provide payment and requisition functions for the School (purchasing goods and services and managing payment of invoices and record keeping.) Maintain accurate fiscal accounts for the Dean's office. Provide event planning. Provide coordination and assistance with alumni relations. Provide coordination and assistance with development efforts. Tracking of office expenses. Preparing adjunct and lecturer contracts as needed. Preparing correspondence and memoranda. Assisting faculty with alumni relations efforts. Serving as secretary for faculty meetings chaired by the Dean. Administrative duties for the School's Design Council (letters, etc.)

**Minimum Qualifications:** Bachelor's Degree with Five (5) or more years of directly related experience preferred. Previous work experience in academic affairs or architecture and planning schools preferred.

**How to apply:** forward application, resume, and cover letter with salary requirements as an attachment to **(salary expectations are considered part of application process):** [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position **101788** in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission. Position closes on 05/5/2017**

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