

# THE CATHOLIC UNIVERSITY OF AMERICA

## **Director of Campus Activities (full-time, 35 hours/week)**

### **Campus Activities**

#### **Position 101849**

*Must be supportive of the mission and vision of The Catholic University of America. CUA was founded in the name of the Catholic Church and maintains a unique relationship with it. The University's operations, policies, and activities reflect this foundation and relationship and are conducted in accordance with its stated mission. Regardless of their religious affiliation or denominational affiliation, all employees are expected to conduct and support the University's mission in the fulfillment of their responsibilities and obligations appropriate to their appointment.*

**Position Summary:** The Office of Campus Activities (OCA) fosters holistic development by providing co-curricular educational opportunities and learning experiences for students. Programs and services facilitate connections to CUA by stimulating student learning and engagement. Students are supported in their co-curricular development and challenged to make appropriate choices that show respect for themselves and others, become servant leaders in their communities, contribute to the common good, and respect and value differences among ideas and people.

In support of all aspects of the mission of the department, division, and University, the Director provides dynamic leadership in implementing, coordinating and supporting comprehensive, student-centered initiatives that reflect institutional thinking, foster student retention and promote the holistic development of students. The Director ensures that programs and services are implemented with attention to high standards, quality, collaboration and fiscal soundness.

As a student life professional, the Director serves as a management leader and educator for essential university programs and services; serves as an institutional resource for staff and students; supports and promotes the mission and vision of CUA; and contributes positively to the CUA community of research, teaching, learning and service to the Church, the nation and the world. This position reports to the Associate Vice President for Student Engagement and represents the department in a variety of public relations forums and university events. The Director establishes relationships with faculty, academic leadership, enrollment services, campus life professionals and other integral staff throughout the campus community.

**Essential Responsibilities Include:** The Director is responsible for the oversight and direct management for all aspects of the campus activities program. The Director is responsible for providing leadership for the following: The Orientation Program, which includes summer orientations for new freshman, transfer students, and parents, the online spring orientation and graduate orientations and the extended orientation program. The implementation of a comprehensive intentional campus activities program, including initiatives related to community service, culture, governance, intellect, recreation, social development and spiritual life that complement the academic mission of the university. A comprehensive student leadership development program that supports the formation of community, foster student retention, promote the development of the whole student, enhances multiculturalism and contributes to the growth of affinity to the university. The marketing for OCA and Student Organization events and support marketing for the division and academic University events. The Director is also responsible for the budget management and technology implementation and maintenance. Developing strong and diverse short-term and long-range goals and objectives related to student retention, engagement and connectedness utilizing best practices for student success and achievement. They will supervise three professional and one paraprofessional staff. Lastly, coordinate sponsored University wide events.

**Minimum Qualifications:** A Master's Degree in College Student Personnel, Higher Educational Administration, or related area of specialization. At least five years of professional experience in student life/higher education administration, management and/or educational support, with an emphasis on advising students and student groups, supervising professional staff, budget management, and major event planning and coordination.

Ability to translate a mission and vision into successful programs and services. Ability to plan, organize, set priorities, implement and evaluate programs and services. Strong service orientation and ability to relate effectively with diverse individuals and groups at all levels of an organization. Ability to work collegially and collaboratively to develop effective student-oriented services. Ability to communicate effectively and by using a wide variety of tools and mediums. Proven "hands on" and energetic team leader. Proven analytical, technical and supervisory skills. Ability to develop programs to enable employees to grow in their positions. Must be able to generate the confidence and trust of individuals and the

extended campus community. Demonstrated ability to be productive, deliver high quality work, take initiative, use good judgment and solve problems. Strong ability to handle multiple tasks simultaneously, and handle heavy workloads under pressure and within deadlines. Ability to produce quality results with limited resources. Knowledge and skills with automated computer systems, new technologies, records management, database systems to support service and operational needs; skill with use of university systems within three months of appointment.

**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 101849 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 and vision of *The Catholic University of America*.** Position is open until filled.

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