

THE CATHOLIC UNIVERSITY OF AMERICA

Associate Director, Records & Faculty Support (full-time, 35 hours/week)

Metropolitan School of Professional Studies

Position 101850

Position Summary: The Associate Director is responsible for designing, executing and assessing of student recordkeeping and faculty support services for all Metropolitan School of Professional Studies (MSPS) and MSPS-partnered programs.

Essential Responsibilities Include: Plan, execute and assess all efforts for maintaining student records for students in MSPS and MSPS-partnered programs. Plan, execute and assess all efforts for supporting instructors for MSPS and MSPS-partnered programs. Manage faculty personnel records and contracts. Process payments and mail paychecks. Gather syllabi, vet for adherence with standards, and post in a timely fashion. Manage applicant and student records, including grade changes. Perform course roster verification and midterm status checks. Maintain faculty handbook. Manage faculty mailboxes and workspaces. Coordinate effectively with other stakeholders, such as the Registrar's Office. Enter course scheduling in university databases and maintain. Represent MSPS with an engaging, helpful, team-oriented demeanor consistent with the university's mission and Roman Catholic character. Oversee processes for course evaluations. Collect assessment rubrics and enter milestone data. Manage compilation of graduation list and commencement program. Gather, disseminate and analyze statistics on students, faculty and enrollment. Plan, execute and assess process for hiring and orienting new faculty. Plan, execute and assess faculty orientation. Plan, execute and assess processes for assessing faculty teaching.

*Work timings are from 10am to 6pm

Minimum Qualifications: A Bachelor's Degree and at least three (3) years of relevant experience in higher education. The Director must have demonstrated expertise in Microsoft Office and have excellent skills in oral and written expression and teamwork. The Director must be capable of dealing professionally with individuals from a wide range of cultural, educational and socioeconomic backgrounds. The ability to multitask while prioritizing tasks is essential.

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. Reference position 101850 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.

The Catholic University of America
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