

THE CATHOLIC UNIVERSITY OF AMERICA

Director of Admissions and Communications (full-time, 35 hours/week)
Metropolitan School of Professional Studies (MSPS)
Position 101925

Position Summary: Director of Admissions and Communications is responsible for designing, executing and assessing all aspects of the admission process for all MSPS and MSPS-partnered programs. Oversee school-level communications mediums to include managing the school's, web site and student and faculty listservs. Serves as the primary liaison with the Office of Marketing and Communications.

Essential Responsibilities Include: Serve as the school's liaison with the University's Office of Marketing and Communications to coordinate print, website, social media, and advertising strategies to assure alignment with the overall University messaging. Plan, execute and assess admissions processes for MSPS to achieve the school's stated admissions goals. Design, execute and assess outreach to applicants including social media, web communications, CRM, and print and online advertising. Plan, execute and assess information sessions and presence at education fairs and other recruitment events. Manage the MSPS Website. Manage MSPS e-blasts to prospective students, applicants, students and faculty. Assist applicants with admissions process. Gather, disseminate and analyze statistics on the admissions process. Adjust strategies and tactics accordingly, to improve effectiveness. Ensure that admissions process is of the highest ethics and complies with university and governmental policies and standards. Coordinate effectively with other stakeholders in the admissions process, such as Financial Aid and Enrollment Services. Effectively supervise subordinates. Represent MSPS with an engaging, helpful, team-oriented demeanor consistent with the university's mission and Roman Catholic character.

Minimum Qualifications: Bachelor's Degree with seven (7) years of relevant experience with two (2) years being in a supervisory position in higher education. Must 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 101925 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 open until filled.

The Catholic University of America
Human Resources, 170 Leahy Hall
620 Michigan Ave, NE
Washington, DC 20064
Fax: (202) 319-5802
Telephone: (202) 319-5050