

THE CATHOLIC UNIVERSITY OF AMERICA

Student Affairs Coordinator (full-time, 35 hours/week)

Office of Academic Affairs

Position 101937

Position Summary: To provide high quality administrative support and program management for the Assistant Dean for Student Affairs and Dean of Students.

Essential Responsibilities Include: Responds to specific administrative and program management requests from the Assistant Dean for Student Affairs and Dean of Students. Prepares background material, often of a sensitive nature, needed by Assistant Dean for Student Affairs and Dean of Students to prepare presentations, reports, or responses to inquiries. Coordinates projects by developing project plans and schedules as related to new student orientation, the Law School's Academic Excellence Program, recruitment and management of the Dean's Academic Fellows, and other projects, as developed by Assistant Dean for Student Affairs and Dean of Students. Serves as a key contact to student and faculty inquiries. Consults with students and faculty and either directly responds to all student/faculty requests, or directs to appropriate staff member. Researches and compiles data required to prepare organizational budgets and reports. Designs spreadsheets and maintains databases. Monitors expenditures and encumbrances against organizational budget and researches and resolves discrepancies. Maintains indexes and retrieves files, as well as copies and collates as needed. Manages and responds to correspondence, including mail, faxes, memos and e-mail; assesses importance and urgency of matters presented. Liaising with support units such as Facilities, Technology Services and Human Resources and Purchasing to request and manage work to be done on behalf of the office and law school. Assists in the preparation and control of records, statistics and reports. Assists the Office of Academic Affairs with exam processes.

Minimum Qualifications: A Bachelor's Degree with three (3) to five (5) years related prior work experience in an institution of higher education, preferably an ABA accredited Law School is desirable.

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 101937 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
Human Resources, 170 Leahy Hall
620 Michigan Ave, NE
Washington, DC 20064
Fax: (202) 319-5802
Telephone: (202) 319-5050