



Assistant to Chair (full-time, 35 hours/week)
School of Engineering
Position 102004

Position Summary: Provide high quality administrative support to the department chair, serve the department's administrative needs by supporting the administrative needs of faculty, students, university staff and other contacts. Perform services to support an active, student-oriented campus environment. Serve as the first line of contact for the department for administrative purposes.

Essential Responsibilities Include: Support the Chair's responsibilities for a smooth operation of the department, and communicate with the Chair on a daily basis to assure all actions that impact the department are timely, appropriate and approved. Manage, direct, and respond to incoming office correspondence as deemed appropriate by the Chair, including mail, email, faxes, deliveries, and telephone calls; handle and resolve queries as appropriate; forward irresolvable queries to appropriate staff members. Liaison with other university departments and offices for administrative purposes, such as ordering department supplies, providing timely payment of department bills, maintaining and entering the course schedule each semester. Also liaison with faculty, visiting scholars, advisory board members and other personnel which serves the interests of the department. Oversee all paperwork required for employment purposes such as hiring new employees, lecturers, summer interns, teaching and research assistants, visiting scholars, etc. Monitor undergraduate and graduate student academic performance via the Cardinal Students system each semester, regularly update student tracking sheets, support and resolve course registration issues on a timely manner. Schedule classes in Cardinal Student, and coordinate faculty classroom needs to accommodate proper classroom size and type. Maintain undergraduate and graduate student academic records held in the department. Maintain unofficial transcripts and tracking sheets; perform graduation audits for undergraduate students during the second semester of their junior year, and during the first and second semesters of their senior year. Oversee transfer credits for students, by ensuring advisors have reviewed all transfer suggestions. Confirm for consistency with past transfers. Regularly correspond with potential undergraduate and graduate students throughout the process, i.e., inquiry, application, admitted, and matriculated. Utilize email, social media for enhancing recruiting. Monitor the collection of ABET course material each semester, maintain the ABET files. Maintain all personnel files. Ensure confidentiality at all times. Maintain the department pro-card. Monitor departmental budget, discretionary budgets, and sponsored research budgets via the PeopleSoft Financial System; Charge expenses to appropriate accounts. Order and maintain supplies. Place purchase orders and monitor status for equipment and parts to support faculty research and teaching. Ensure supplies are kept organized for easy access for faculty. Submit faculty meeting minutes to the administration for approval; maintain faculty minutes, departmental annual reports, and maintain departmental files, such as contracts, appointments, course evaluations, etc. Supervise student employees, including creating schedule to assure uninterrupted office coverage, assign tasks for smooth operation, and submit hours worked to Payroll. Maintain departmental communications materials, including brochures, letters etc

Minimum Qualifications: A Bachelor's degree with at least three (3) years of administrative work experience. Experience must include basic budget monitoring and reporting, front office customer/caller intake experience, and some basic database entry and updating experience. Experience working in an academic environment is 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. Reference position 102004 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

Office of Human Resources, 170 Leahy Hall

620 Michigan Avenue, NE

Washington, D.C. 20064

(202)319-5050 FAX (202)319-5802