



Executive Project Coordinator for the Dean (full-time, 35 hours/week)
School of Arts & Sciences
Position 102011

Position Summary: The Executive Project Coordinator for the Dean serves as the right hand of the Dean of School of Arts and Sciences, the largest School at the university. S/he supervises staff to maintain the Dean's schedule and assists the Dean in planning and executing the priority projects of the School. The Executive Project Coordinator will fully support the Dean for all his work scope which includes A&S Deanship, fundraising and research related activities such as travel and meeting and special event arrangements, corporate card maintenance, overall upkeep of the office and reception duties for guests and events. It will also include all the HR related and marketing/communications work as well as a regular electronic newsletter and social media campaigns. S/he works closely with the Associate and Assistant Deans and the other staff members in the Dean's office and delegates responsibility as needed. S/he will also work closely with the School's Director of Development. The position requires a high degree of responsibility, integrity and confidentiality.

Essential Responsibilities Include: Manage office, supervise Admin Assistants II and III and assist Dean in staff management including HR-related tasks, staff meetings, personnel files, and other tasks as needed by the Dean. Assist the Director of Advancement with working with donor/prospect information in the Advancement database. Maintain endowment files. Delegate these responsibilities as needed to other staff. Assist Associate Dean of Faculty in overseeing the paperwork involved in all faculty hiring, reappointment, promotion and tenure, including the upload of review materials on Blackboard and in Google Drive. Maintain Dean's email, respond to requests when needed and assign email requests to other Deans when appropriate. Manage Dean's Corporate Card expenses and receipts, upload them to online system. Maintain email lists and act as communication liaison between Dean and faculty, chairs and academic specialists. Book and assist with travel for the Dean and other Associate & Assistant Deans and Director of Development. Maintain the Dean's schedule using Google Apps. Prepare and circulate regular electronic newsletters. Oversee social media campaigns. Assist the Dean and Director of Advancement by completing research needed to write reports. Update, edit, and maintain the School's website. Work with departments to launch and maintain their web pages, create content that is in line with School's mission and liaise with marketing and communications office.

Minimum Qualifications: Bachelor's Degree with at least five (5) years of high level administrative office experience, ideally in an academic setting and in a comparative position. Excellent knowledge of marketing, especially use of new media in an academic setting. Strong working knowledge of computer applications, including Google Apps, MS Office, Excel, and PowerPoint. Working knowledge or willingness to learn PeopleSoft applications. Excellent knowledge and experience with social media, electronic newsletters, and knowledge of or strong willingness to be trained in website design and maintenance. Willingness to learn new computer skills.

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 102011 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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