



Administrative Assistant II (full-time, 35 hours/week)
Counseling Center
Position 102058

Position Summary: The Administrative Assistant II (Assistant to the Director) acts as an office manager and assists the Director in all administrative responsibilities of his position. The assistant to the Director serves as a liaison between the Counseling Center and other departments both within the Division of Student Affairs and outside the Division of Student Affairs, such as Human Resources, Budget, Purchasing, Accounts Payable, and Facilities and Maintenance.

Essential Responsibilities Include: Perform a variety of complex and confidential administrative support duties. Attend Washington Metro Area Counseling Center Directors and Administrative Assistants (WMACCD) meetings to discuss policies and procedures with other university counseling center staff throughout the Washington area. Maintain the scheduling and record keeping software system to include troubleshooting technical issues. Prepare background material needed by Director to prepare reports and responses to inquiries. Work with Director to identify front desk practices that need improvement and then work with front desk employees to implement the improvements. Research and compile data required to prepare organizational budgets and reports. Monitor expenditures and encumbrances against organizational budget and research and resolve discrepancies. Serve as administrative support liaison with other departments regarding issues related to purchasing, accounts payable, human resources, facilities and maintenance. Function as a liaison between the Director and other front desk staff. Attend senior staff meetings and implement decisions made regarding front desk policies and procedures. Assisting the senior staff in maintaining and update counseling center policies and procedures

Minimum Qualifications: A Bachelor's Degree with a minimum of two (2) years directly related experience. Prior Medical office or Health-related office experience preferred. Must possess excellent written and verbal communications skills. Familiarity with electronic records system is preferred. Must know or have the willingness and ability to learn PeopleSoft applications within three (3) months of hire.

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 102058 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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