



Assistant to the Dean (full-time, 35 hours/week)
School of Philosophy
Position 102059

Position Summary: Assist the Dean in managing the budget of the School of Philosophy and maintaining the financial records. Oversee the day to day operations of the Office of the Dean. Monitor enrollment activities of students in the School's graduate programs. Assist the Dean in his/her responsibilities.

Essential Responsibilities Include: Maintain and monitor financial records for all of the School's orgs; run and evaluate reports from the Cardinal Financials System on a regular basis; update the Dean on the School's budget throughout the fiscal year; make budgetary recommendations to the Dean for the School's annual budget submissions; work with Office of Sponsored Programs and Research Services, Controller's Office, Office of Graduate Studies, and Office of University Advancement to ensure accuracy of financial records; attend all necessary meetings and trainings pertaining to management of the School's funds. Oversee all purchases in the School; work with Procurement Services and Accounts Payable to make purchases and to ensure timely payment of invoices; prepare and submit appropriate paperwork and documentation for payment of reimbursements and stipends to students, faculty, and lecturers; track expenditures in Pro-card and monitor all expenses for all events in Cardinal Financials. Respond to email and telephone queries from prospective applicants to the School's several graduate programs (including seminarian applicants to the Pre-Theology Certificate program); serve as liaison between the School's Graduate Admissions Committee (GAC) and the relevant university offices (principally Graduate Studies and Enrollment Services) to ensure timely review and processing of graduate applications; compile application dossiers, maintain rankings file, and coordinate meetings of the GAC; prepare and submit scholarship and stipend information to the Office of Graduate Studies; work with the Office of Graduate Studies and the Office of Financial Aid to ensure accuracy of financial records for newly admitted students; attend all necessary meetings and trainings pertaining to the Graduate Admissions process.

Prepare financial reports on scholarship orgs for the Dean; bundle various School resources in view of developing graduate student funding packages; compile applicant information for scholarship competition; prepare and submit all scholarship information to the Office of Graduate Studies; prepare contracts and any other paperwork demanded by Human Resources for students receiving stipends; work with the Office of Graduate Studies and the Office of Financial Aid to ensure accuracy of student financial records; prepare contracts and associated documents, as needed, for part-time and graduate student instructors. Maintain graduate student files; update milestones in Cardinal Station and School tracking sheets; monitor advising and course registration; ensure accuracy of transcripts; audit student files for granting of graduate degrees; prepare materials needed by Enrollment Services for student graduations; prepare reports for Dean on student progress toward degree. Coordinate dealings with Theological College, the St. John Paul II College Seminary, local houses of formation, and other religious institutions regarding the Basselin program, the pre-theology program, and related initiatives (this includes processing undergraduate and pre-theology non-degree graduate applications; maintaining university records on seminarian status, preparation of scholarships and other financial awards, maintaining files on progress in the pre-theology program, and managing routine correspondence).

Minimum Qualifications: A Bachelor's Degree with three (3) years of directly related office experience. Must have thorough working knowledge of computer applications and web-based programs, including MS Word, Excel, Adobe Acrobat DC, and G Suite products (Gmail, Drive, Gcal, etc.)

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 102059 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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