



**Administrative Assistant III (full-time, 35 hours/week)**  
**Office of the President**  
**Position 102061**

**Position Summary:** The Office of the President addresses numerous areas of concerns of the University. All administrative matters dealing with the University, including finance, academics, administration, student affairs, advancement and enrollment and marketing filter through this office. External constituencies such as the Board of Trustees, parents, corporations, foundations, and friends of the University will, at one time or another, come through this office. The Administrative Assistant III serves in numerous capacities, not the least of which is acting as the primary contact, in person and by phone, for visitors to the office. They must also organize and keep the filing system in the office up-to-date and easily accessible.

This individual provides secretarial and receptionist support for the Office of the President, particularly to the Executive Assistant to the President. Duties include: receiving visitors; handling telephone calls; drafting simple correspondence for approval; substantial involvement in maintaining highly confidential file system; assist in arranging complex scheduling, travel arrangements, and general office tasks. Must be able to work with little supervision and to handle all tasks with total and complete confidentiality. Reports to the Chief of Staff, yet works closely with the Executive Assistant to the President. Performs some of the duties of the Executive Assistant in his/her absence. The Administrative Assistant III must be able to think independently and solve problems of a minor/everyday nature.

**Essential Responsibilities Include:** Receive visitors to Nugent Hall, the Office of the President. Answer, as primary contact, and direct incoming telephone calls on all office lines. Maintain office filing system. Prepare and send retention files to archives. Photocopying of files and chronological file copies of letters prepared for President's signature. Provide secretarial and receptionist support, primarily to the Executive Assistant to the President. Review calendars of all office staff on a daily basis to be aware of their schedules. Assist with the responsibilities of the Executive Assistant to the President especially when that individual is out of the office. Work closely with the Executive Assistant to the President to help schedule small events for the President. Provide front-line training and management of work-study and President's Society student workers.

Facilitate communication between the Office of the President and Facilities Maintenance and Operations maintenance of the building/grounds and daily cleaning of the building as needed in the absence of the Executive Assistant to the Chief of Staff. Maintain the general email accounts for the office. Coordinate with the President's spouse (if applicable) for University events in the absence of the executive support to the Chief of Staff.

**Minimum Qualifications:** A Bachelor's Degree with three or more years of experience in customer service, office support and/or university affairs are preferred. Experience in a professional office setting is required. Knowledge of event planning is a plus. Excellent computer skills required including Microsoft *Word*, *Excel*, and *PowerPoint*. Demonstrates an ability to work independently, with particular attention to detail. Ability to deal extremely well with external constituents. Employee will be a team player who understands the need to assist as necessary, to maintain composure and to keep matters confidential, as needed. Must be organized, a quick learner and the ability to multitask and prioritize in times of peak workload.

**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](mailto:CUARecruitment@cua.edu). Reference position 102061 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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