



Events Manager (full-time, 35 hours/week)

Busch School

Position 102064

Position Summary: The Events Manager for the Tim and Steph Busch School of Business and Economics will be responsible for advancing the life of the school through critical event planning in the areas of recruitment, retention, development, and engagement.

Essential Responsibilities Include: Coordinate events impacting retention, development, and engagement. Work with the Dean, Student Experience Director, Dean of Development, Director of Development, Marketing Director, and Public Relations Coordinator to produce such events. Plan Orientation specific to the Tim and Steph Busch School of Business and Economics. Manage the marketing, logistics, and coordination of Busch school events such as Homecoming (Cardinal Weekend), Commencement, CEO Lecture Series. Coordinate the Annual CUA/NAPA conference. Coordinate conference sponsorships such as Napa Conference, National Catholic Prayer Breakfast, FOCUS, CALL, Legatus, among others. Organize School of Business and Economics Spring Banquet for students, faculty, and staff. Create Faculty Research Appreciation Dinner. Coordinate faculty and staff gatherings. Implement additional events as the Public Relations Director and Student Experience Manager see fit. This will include fundraisers, lectures, and receptions, among others. Schedule and host School visitors, including members of the Board of Visitors. Assist with the logistics of the Board of Visitors meetings

Minimum Qualifications: A Bachelor's degree and at least five (5) years of business experience and with faith-based groups.

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 102064 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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