



**Associate Dean of Undergraduate Admission, Regional Coordinator (full-time, 35 hours/week for 10 months)  
Enrollment Management  
Position 102067**

**Position Summary:** This full-time, ten-month position serves the Office of Undergraduate Admission, with its primary purpose focusing on the recruiting efforts of prospective students and ultimately contributing enrollment by coordinating a regional admission role in Maine, Massachusetts, New Hampshire, and Rhode Island. This position also represents The Catholic University of America community to provide an undergraduate student body for the university based on national enrollment management and university policies.

**Essential Responsibilities Include:** Take a lead role in the development and implementation regional admission and recruitment activities. Act as a liaison for students, their parents, counselors, and other independent educational organizations in Maine, Massachusetts, New Hampshire, and Rhode Island. Communicate accurately the programs and educational opportunities available at Catholic University to prospective students, parents, and high school counselors. Seasonal travel for the purposes of recruitment, professional conferences, and high school workshops on college admission. Interview and counsel prospective students and maintain regular contact with prospects. Serve as a liaison with schools, departments, and offices on campus. Read applications each year to evaluate a student's academic and personal attributes and assess their ability to succeed at the University. Attend Early Decision, Early Action, and Regular Decision Committee on Admission to present students for admission and help shape incoming classes. Attend and contribute to key recruitment and yield programs so that students will choose to matriculate at The Catholic University of America (i.e., Cardinal Classroom Days, Open House, Honors Day, Cardinal Preview Day, Odyssey Day, etc.). Be prepared to share basic financial aid information with families by means of fielding questions, offering suggestions, and clarifying daily information. Serve as a regional liaison for alumni volunteers providing representation in New England.

**Minimum Qualifications:** A Bachelor's degree with a minimum of five years of experience in admission, higher education, or school-based college counseling, working with admission processes, marketing, and recruitment of students, or counseling students through the college search and selection process on the high school side. Must have strong customer service ethic and excellent communication skills, both verbal and written required. Strong organizational and interpersonal skills, diplomacy, and familiarity with working individually as well as in a team setting.

**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 102067 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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