



**Director, Center for Cultural Engagement (full-time, 35 hours/week)**  
**Office of Student Affairs**  
**Position 102071**

**Position Summary:** In support of all aspects of the mission of the department, division, and University, the Director provides dynamic leadership in implementing, coordinating and supporting comprehensive student-centered initiatives that reflect institutional thinking, foster student retention and promote the holistic development of students. The Director ensures that programs and services are implemented with attention to high standards, quality, collaboration and fiscal soundness and will serve as a mentor and advisor to students by actively supporting them in both their positive endeavors and in overcoming obstacles.

The Director serves as a management leader and educator for Intercultural programs and services; serves as a resource for staff and students; supports and promotes the mission and vision of Catholic University; and contributes positively to the Catholic University community of research, teaching, learning and service to the Church, the nation and the world.

Plans, develops, implements and evaluates outstanding educational and developmental systems and processes, which supplement global University and departmental objectives and provide individualized and holistic support services for students. Provides oversight of and directs management for all aspects of the Center, including the creation of intentional initiatives to advance student growth as citizens in a global society.

**Essential Responsibilities Include:** The Director is responsible for implementing, coordinating and supporting a comprehensive program of social, cultural, intellectual, spiritual, governance and community service programs that complement the academic mission of the university. The Director is primarily responsible for the following:

Through close collaboration with the offices of Campus Activities, Campus Ministry, ISSS, and Resident Life, provide expertise, leadership and coordination for all aspects of the Center including education, awareness, engagement opportunities, direct student support and mentoring. Serve as a staff advisor to intercultural student organizations. Develop, coordinate, and implement intentional programmatic initiatives and services that positively influence the recruitment, retention and enrichment of students, with special emphasis on underrepresented minority students and international students. Collaborate with the Office of Admission on the recruitment of prospective students. Develop, coordinate, and implement systems and practices that ensure departmental operations are fiscally responsible, support student development needs, and are consistent with best practices in higher education. Strategic planning including the establishment of short-term and long-range goals and objectives.

This position represents the Division in a variety of public relations forums and university events. The Director establishes relationships with faculty, academic leadership, enrollment services, campus life professionals and other integral staff throughout the campus community.

**Minimum Qualifications:** Master's degree with at least five years of professional experience in student affairs/higher education administration, intercultural affairs and/or educational support. Must possess a unique understanding and appreciation for Catholic Identity.

Ability to translate a mission and vision into successful programs and services. Ability to plan, organize, set priorities, implement and evaluate programs and services. Strong service orientation and ability to relate effectively with diverse individuals and groups at all levels of an organization. Ability to work collegially and collaboratively to develop effective student-oriented services. Ability to communicate effectively and by using a wide variety of tools and mediums. Proven "hands on" and energetic team leader. Proven analytical, technical and supervisory skills. Ability to develop programs to enable employees to grow in their positions. Must be able to generate the confidence and trust of individuals and the

extended campus community. Demonstrated ability to be productive, deliver high quality work, take initiative, use good judgment and solve problems. Strong ability to handle multiple tasks simultaneously, and handle heavy workloads under pressure and within deadlines. Ability to produce quality results with limited resources. Knowledge and skills with automated computer systems, new technologies, records management, database systems to support service and operational needs; skill with use of university systems within three months of appointment.

**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 102071 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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