



**Executive Project Coordinator (full-time, 35 hours/week)**  
**Columbus School of Law**  
**Position 102086**

**Position Summary:** The position serves as executive assistant to the Dean of the Law School to support and follow through on all office routines and the performance of administrative tasks necessary for the orderly functioning of the Dean's office. The objective of this position is to assure that both the cyclic functions of the Dean's office as well as particular projects undertaken by the Dean progress in a coordinated and integrated manner to successful conclusions.

**Essential Responsibilities Include:** Coordinate the Dean's schedule for on- and off-campus meetings, appointments, fundraising contacts with major donors, and employment interviews. Liaison with the Law School community, including faculty, staff, alumni, and students, as well as with University executive offices. Demonstrate a high level of diplomacy, tact, confidentiality, and discretion. Complete, submit, and route all correspondence of a business and confidential nature. Route correspondence to the appropriate associate dean, assistant dean, or faculty member. Gather material for use in responding to correspondence. Prepare and proofread all outgoing correspondence. Maintain master files and confidential files relating to Law School budgets and other matters, including indexing, retrieving, copying, and collating as needed. Prepare agendas and supporting materials for faculty meetings and CAP meetings as well as attendance at all faculty and CAP meetings. Initiate and handle all processing related to faculty appointments such as rank and tenure, promotions, and faculty long term contracts, including applications, interview schedules, completion of appropriate University forms, liaison with the Provost and others, and maintaining faculty records. Liaison with the Association of American Law Schools with respect to reports, membership information, and coordination of annual AALS faculty recruiting conference. Liaison with American Bar Association with respect to reports, correspondence, bulletins, and annual statistical questionnaire. Respond to alumni and other recommendation letters regarding prospective students. Maintain professional time records for all exempt staff. Oversee, make, and follow up on travel arrangements. Answer phones, respond to inquiries or requests from faculty, staff, alumni, students and others, and direct inquiries or requests to the appropriate person or unit. Maintain and supervise the decorum and smooth functioning of the Dean's office, including setting a high standard of welcoming guests.

**Minimum Qualifications:** A Bachelor's Degree and a minimum of five (5) years' work experience in a legal and/or academic environment including five (5) years as a legal secretary and/or paralegal and at least two (2) years as the principal or executive assistant within an organization or an office head. Microsoft Office. Ability to learn and use new/updated computer software. Must be task oriented with the ability to think critically and plan accordingly. Must possess highly effective interpersonal skills including tact, diplomacy and sensitivity--especially in challenging situations. Must possess highly effective writing ability, communication skills (both written and verbal), and be able to maintain confidentiality at all times. Must be service oriented.

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 102086 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*. Open until filled.

**THE CATHOLIC UNIVERSITY OF AMERICA**  
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