



Administrative Assistant II (full-time, 35 hours/week)

Athletics

Position 102090

Position Summary: Serve as the primary administrative assistant for the Athletic Department. Provide high quality administrative support for the administrative staff and coaches, while promoting a welcoming environment for current and prospective student-athletes and their families.

Essential Responsibilities Include: Meet and greet visitors to the Athletic Department offices, answer phones, take messages, attend to clerical responsibilities as needed for full-time and part-time staff, manage vendor contracts, coordinate mail/federal express services, copier maintenance, etc. Order office supplies, train/supervise student workers in phone services and etiquette, maintain and update all information pertinent to department, compile and complete all Human Resources paperwork for authorization by Athletic Director or designee. Work in conjunction with the associate athletic director to coordinate all work-study paperwork and monitoring for the department. Ensure compliance with all applicable work-study policies and procedures. Maintain up-to-date rosters in Cardinal Station to reflect official team rosters. Communication with visiting teams regarding their visits to the DuFour Center. Manage guest lists, room reservations, payment, and other logistics for major departmental events (senior athletic banquet, Hall of Fame induction ceremonies, etc.). Manager room scheduling for the meeting rooms and Cardinal Room and ensure that all departmental events are entered into the R25 system.

Minimum Qualifications: Bachelor's Degree with two (2) years of office based work experience required. Experience in higher education and specifically, college athletics preferred.

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 102090 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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