Administrative Assistant III (full-time, 35 hours/week)
Office of Human Resources
Position 101490

Position Summary: The Office of Human Resources (HR) develops and administers a comprehensive, strategic human resources program, including recruitment/hiring, compensation, benefits, labor relations, employee relations, employee and management training and development, HR policy development and implementation, organizational development to ensure that the university attracts, develops, and retains employees with the knowledge, skills, and abilities to contribute to the achievement of the goals of the university. Reporting to the Associate VP/Chief Human Resources Office the HR the Administrative Assistant III provides overall administrative support to the Office of Human Resources.

Essential Responsibilities Include: Provide administrative support to the Associate Vice President/Chief Human Resources Officer (AVP/CHRO) and Office of Human Resources team.

This position is responsible for providing administrative support for the AVP/CHRO by managing their calendar, scheduling meetings, handling incoming phone calls, correspondence, and providing excellent customer service to university clientele. The position is responsible for budget administration; processing invoices, manages the procurement process, orders office supplies and prepares variance and budget reports. Prepare HR metric spreadsheets/reports, presentations and other statistical recordkeeping. Provide general support to Human Resource functions, such as training and recruitment, scheduling interviews, helping with onboarding new employees, data entry for training records as needed.

Minimum Qualifications: Bachelor’s degree is required. A minimum of three (3) years’ administrative support experience. Human Resources experience is preferred. Must be proficient with Microsoft Office (Word, Excel, PowerPoint) with strong MS Excel knowledge. HRIS experience is a plus.

Qualified candidate will possess strong organizational skills, strong verbal/written communication skills, appropriate interpersonal skills/customer service aptitude. Must be detail-oriented, maintain a professional/confidential demeanor at all times, must be able to work with/meet deadlines and be a ‘team player’. Must be reliable and have critical thinking skills. Ability to maintain confidentiality and professionalism.

How to apply: forward application, resume, and cover letter to: CUARecruitment@cua.edu. Reference position 101490 in subject line or on application. Position closes on 5/15/16.

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