Operations Assistant I (full-time, 35 hours/week)  
Enrollment Management  
Position 101565  

**Position Summary:** The Office of Enrollment Management Operations is responsible for coordinating all internal and external communications, fulfillment activities, prospects management, applications management, and enrollment data management for the division of enrollment management. This individual is responsible for the mastery and performance of all Assistant I processing tasks in support of undergraduate and graduate Admissions and Student Financial Assistance for recruitment, enrollment, data analysis and verification processes. Also performs tasks to support all internal and external communication distribution systems for the enrollment management division and for the imaging and processing of all Admission application materials.

**Essential Responsibilities Include:** Input prospect information from prospect lists, primarily CAPPEX responder and Zinch responder. Input data from Admissions interview sheets, daily visit/attendee lists and special events registrant/attendee lists (Odyssey Day, Honors Evening, Cardinal Visit Days, Transfer Visit Days, Experience CUA, FOCUS Day, Open House, Orientations, etc.). Open and sort and process all mail received by the office. Ensure that outgoing mail is taken to the mail room daily. Generate daily and weekly mailings in Cardinal Station. Coordinate processing and mailing of these. Answer and route phone calls received on main Admissions lines. Process documents, including both hard and soft copy, in ImageNow. Assist export coordinators in graduate departments with questions or inquiries.

**Minimum Qualification** High school G.E.D. required and 0 - 2 years office experience with an emphasis on computer knowledge. Familiarity with modern office equipment, including multi-line telephones, fax and copy machines, and computers. Able to manage multiple projects and priorities at one time. Positive, proactive, can-do attitude, flexible. Able to work as a team member and work across many teams. Excellent verbal communications skills. Attention to detail.

**How to apply:** forward application, resume, and cover letter (optional): CUARecruitment@cua.edu. Reference position 101565 in subject line or on applications. This position is open until filled.

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