Position Summary: The office of the Dean administers the School of Engineering and provides support for the students, faculty and staff therein. To support the Dean of Engineering in all ways necessary for the administration of the school, with a primary focus on the school's budget and project management.

Essential Responsibilities Include: Monitor expenditures and encumbrances against organizational budgets; research and resolve discrepancies; create internal budget goals and monitor financial progress. Manage special projects; including creation of budgets, determining and filling staffing needs; monitoring progress and deadlines, etc. Coordinate the production of the annual magazine for the School, including budget administration, collection of materials, delegation of tasks, proofreading, generating articles for publication, selecting artwork, choosing qualified vendors & approving layout. Collaborate with Offices of Publications and Public Affairs to accomplish these goals. Serve as Director for School summer program, “Eye on Engineering & Computer Science.” Duties include marketing, recruitment, curriculum development, determining staffing requirements and recruiting staff, coordinating with departments within the school and offices within the university to make sure housing needs are met, etc. (Additional stipend will be provided) Assist with resolution of technical issues & facilitate interaction with School faculty and staff and CPIT.

Act as final point of contact for technical issues when they cannot be otherwise resolved. Serve as official secretary of and staff representative for School Executive Committee meetings. Provide input and project updates at monthly and other meetings. Serve as staff representative at School Faculty meetings. Provide input and project updates at monthly meetings. Serve as recruitment and special functions coordinator, creating schedule, administrating budget and determining personnel requirements for events ranging from alumni receptions to academic events, such as recruitment. Serve as publications coordinator for all departments within school, to include arranging for stock photography to be taken and maintaining a library thereof, collecting and comparing quotes for offset and other press print needs, generating verbiage & proofreading test for publications, and acting as a liaison with the Office of Publications to ensure compliance with University visual identity program. Serve as database administrator, including creation of relational databases, coordinating the updates of data housed therein, and designing specialized reports for needs of the School. Act as liaison with Office of Human Resources, providing a single point of contact for personnel issues and serving as a reference for procedural questions. Design & maintain database of contracts & records. This includes quality checking, logging and expediting the processing of lecturer appointment ships, graduate teaching and research assistantships, faculty research assistantships and more. Prepare reports & specialized correspondence to support the needs of the Dean. Serve as webmaster for the School, including supervise departmental and school level websites and updates, hard coding when necessary, and act as liaison with the university web team to resolve any issues that may arise. Attend University meetings on behalf of the Dean, as necessary. Assist in administration of Pangborn Hall.

Minimum Qualifications: Bachelor Degree required with a minimum of at least three (3) years’ experience in business administration, budget management, and project management. Experience in higher education or non-profit organization preferred.

How to apply: forward application, resume, and cover letter: CUARecruitment@cua.edu. Reference position 101576 in subject line or on application. Position is opened until filled.