Administrative Assistant II (full-time, 35 hours/week)
School of Music
Position 101578

Position Summary: The Benjamin T. Rome School of Music serves the cultural needs of the Church, nation and region through the training of men and women by an outstanding faculty of artists/scholars. This position serves as the main liaison to prospective students and their families. Assists in growing enrollment through various recruitment efforts both on and off campus: visiting area high schools, keeping up-to-date lists of music programs around the country with which to be in touch, attending performing arts college fairs across the country. Provides high quality administrative support for the music office, music faculty, students, prospective students and their families, and the general public. Performs services to support a student-oriented music school

Essential Responsibilities Include: Receives written, phone and in-person requests for information from prospective graduate and undergraduate students and maintains data base of all prospective students and applicants. Maintains regular contact with undergraduate prospects and applicants during the admissions process. Meets with prospective students and/or their families. Schedules campus visit days in which students can shadow a current music student, attend classes and take a private lesson from current faculty. At the request of the assistant dean, is responsible for all logistics of audition days (for undergraduate and graduate students), including scheduling the student auditions/interviews, acting as liaison with audition committees, assigning current students to meet with prospective students, manning the registration table and seeing that the prospective students are taken to practice rooms and then to audition rooms. Available to assist with speaking with parents. Drafts scholarship letters and keeps all audition forms on file. Also manages online auditions, assisting applicants in uploading videos and alerting audition committees of pending online auditions. Interviews, selects and trains current students as “Audition Ambassadors” to assist with audition days. Assists with CUA Open Houses, Odyssey Day, Focus on Music Day and all other Admissions functions that involve the recruitment of School of Music students. Works with the Admissions office on such events. Assists the assistant dean with the maintenance of the data base of scholarship awards to undergraduate students. Sends scholarship contracts to recipients of scholarship awards, and necessary papers to budget office so that scholarships will be processed by financial aid and posted on the student accounts. Assists with the orientation of entering freshmen, helping them to complete their registration, including department consent authorizations. Helps organize events during Freshmen Orientation. Travels to college fairs around the country. Assists all graduate and undergraduate students with registration for courses that require department consent such as applied music lessons which are required for all undergraduate and many graduate students. Assists with all aspects of Cardinal Station, including tracking sheets, queries, class permissions and class scheduling. Responsible for the upkeep of the School of Music website: news, prospective student pages, faculty & staff pages, and division pages as requested by faculty. Assists the assistant dean as liaison with graduate admissions, enrollment services, and with the division heads regarding graduate applications and curriculum management for current undergraduate and graduate students.

Minimum Qualifications: Bachelor’s Degree required with 1-2 years directly related experience. Working knowledge of computer applications including Microsoft Office (Word, Excel, and Outlook).

Preferred Qualifications: Experience with a student database (PeopleSoft) preferred. Web content management experience is preferred. Strong customer service skills and excellent communication skills, both written and verbal. Must have the ability to: interact tactfully and skillfully with all levels of CUA employees as well as all levels of business contacts outside the University, handle difficult and/or sensitive situations with tact and diplomacy; and exercise the knowledge and judgment to maintain confidentiality. Background in music is preferred

How to apply: forward application, resume, and cover letter: CUARecruitment@cua.edu. Reference position 101578 in subject line or on application. Position is opened until filled.