Assistant to the Associate Provost/Administrative Assistant III (full-time, 35 hours/week)
Center for Global Education
Position 101586

Position Summary: The Assistant to the Associate Provost provides general administrative and clerical support to the Associate Provost (AP) and the Center for Global Education (CGE). It provides front-desk assistance, answers students’ initial queries about study abroad, and assists the AP with budget and resource management.

Essential Responsibilities Include: Provides administrative support to the Associate Provost and administrative team as needed. Provides front-desk assistance for CGE: receives and screens calls, inquiries and requests regarding CGE operations. Assists AP with Budget and Resource Management. Runs regular budget reports for CGE Orgs. Performs drilldowns as needed. Ensures that accounts are accurate and current. Processes and monitors CGE and Education Abroad purchases, payments and other expenditures. Prepares requisition orders, purchase orders, reimbursement, travel expense reports for CGE and Education Abroad. Tracks the processing of these transactions and ensures they are handled in a timely manner. Ensures all necessary documentation is properly maintained. Creates and maintains records of correspondence, documentations, reports for which the AP is responsible, and international agreements, among others. Maintains AP’s schedule of appointments; responds to other administrative offices of CUA. Assists AP in travel arrangements. Assists with the planning and implementation of CGE events (room reservations, catering, publicity, invitations, etc.) and handles the logistics of the hosting of all CGE visitors.

Minimum Qualifications: A Bachelor’s Degree is required and a minimum of 3-5 years of professional administrative work experience in higher education or international studies program (student work or internship experience will not be considered). Extensive knowledge of CUA’s practices and procedures preferred. Excellent written and oral communication skills.

Preferred Qualifications: Knowledge of second language and international experience strongly preferred.

How to apply: forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101586 in subject line of email. Applications close on 1/15/16.

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