administrative assistant III (full-time, 35 hours/week)
columbus school of law
position 101590

position summary: the Office of student life and special events (SLSE) provides non-academic support for all law students and serves as the liaison between the law school administration and the student organizations. They (SLSE) coordinates official law school events through the scheduling of space and planning of logistical event needs and provides support for the law school departments, faculty, and institutes by planning speaker programs, conferences, and other special events. SLSE is responsible for maintaining both internal calendars and the external Web calendar in conjunction with organizing publicity for law school events by designing and preparing invitations, posters, the VDT, social media, and the weekly newsletter, HeadNotes.

The Administrative Assistant III will be responsible for monitoring SLSE and student organization budgets, processing invoices, credit card reconciliation, reimbursement forms and contracts. They will be responsible for student organization registration and files; managing online and email RSVP lists and maintaining and ordering office and event supplies.

essential responsibilities include: maintain and analyze budgets of the department and Law School student groups; assist in the development and preparation of budget documents. Review and submit reimbursements, deposits, fund transfers, purchase requisitions, and travel expenses; report sales tax collected on deposit form. Coordinate the annual registration of student organizations; manage organization files and bulletin boards. Develop and manage online registration system and maintain RSVP lists for law school events. Manage poster orders and distribution of fliers, invitations to law school programs and student organization events.

minimum qualifications: A Bachelor’s Degree is required with three (3) years of office experience, some of which can be as work study or student assistant: experience in student/academic environment preferred; experience/aptitude with PeopleSoft Financials and Cardinal Station. Computer skills (Word, Excel, PowerPoint); Excellent communication and interpersonal skills, be service and student oriented and have the ability to handle simultaneous tasks effectively. Strong interpersonal and communication skills; ability to handle multiple tasks simultaneously and handle heavy workloads while meeting deadlines. Must be service and student oriented.

how to apply: forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101590 in subject line of email. Applications close on 11/23/15.

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