Administrative Assistant II (full-time, 35 hours/week)  
School of Theology & Religious Studies  
Position 101601

**Position Summary:** The School of Theology and Religious Studies (STRS) contributes to the mission of CUA by setting for itself two goals, namely, to promote excellence in teaching, research, and publication in the area of theology and religious studies, and to provide the professional training of lay and clerical leaders who will serve the Roman Catholic community in the United States and throughout the world. This position serves two primary purposes. First, this position assists with the administration of the TRS Graduate Program. Second, this position provides administrative support for the TRS Development program.

**Essential Responsibilities Include:** Provide administrative Support for Graduate Program. Coordinate administration of graduate comprehensive exams, and coordinate administration of graduate language exams. Maintain graduate student records on matters such as transfer credits. Coordinate documentation of and planning of dissertation defenses. Provide administrative support for the DMin program and for the MCat program. Assist the Associate Director of Graduate Studies with miscellaneous tasks. Provide administrative Support for Development in TR. Coordinate communications with, and plan events for, donors. Assist the Dean and eventually the Director of Development with miscellaneous tasks. Liaise with other CUA offices with regard to Development. Coordinate database of donations and enter data.

**Minimum Qualifications:** A Bachelor's Degree and two years administrative experience is needed. Computer skills are important, especially an ability to work in databases for development and the graduate program. The candidate should be comfortable in communication with current and potential University benefactors, with polished communication skills in writing and in person. Candidate should have the ability to work on multiple tasks; and a high level of organization skills.

**Preferred Qualifications:** Experience in higher education is preferred.

**How to apply:** forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101601 in subject line of email. Applications close on 01/03/16.