Position Summary: The Graduate Recruitment Coordinator will support our graduate programs. The Recruitment Coordinator will support the programs by helping with administrative tasks needed for regular activities of faculty teaching at the masters programs as well as graduate students. Additionally, the person may attend recruitment events.

Essential Responsibilities Include: Assist in coordination of class time, office hours and other events requiring the attendance of students. Contact students with perceptive understanding of foreign cultures. Assist in regular contact with vendors and timely payment of invoices. Prepare and plan logistics of off campus activities, coordinate weekly speakers’ seminar and other networking opportunities and events for students. Contact experts in economic development on a regular basis. Assist in office administration with diligence and creativity. Collaborate in other promotional efforts developed by the program including the production of videos and social media content. Develop initial contact with prospective students from recruitment trips. Create a report with contact information and other relevant data about serious prospective students for proper follow up for admission.

Minimum Qualifications: A Bachelor’s Degree is required. Preference for three (3) years or more office experience in a professional environment (student experience can be included). Capacity to explain complex knowledge clearly. Availability to occasionally work on weekends and travel. Capacity to relate to students, especially international students. Knowledge of social media tools. Excellent English writing skills required. Knowledge of integral economic development required. Knowledge of economic development required.

Preferred Qualifications: Knowledge of a second language a plus, preference for Spanish or French or Arabic. Experience in international settings a plus.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101618 in subject line of email. This position is open until filled.

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