The Associate Director for Graduate Programs (full-time, 35 hours/week)
The School of Theology and Religious Studies
Position 101645

Position Summary: The Associate Director for Graduate Programs will take overall responsibility for the technical aspects of all graduate programs, including recruitment, admissions, scholarships, recording milestones, course and program assessments, resolution of student problems, registration and enrollment, orientation and commencement. He or she will hire and supervise an Administrative Assistant II employee who will assist in some of these functions.

Essential Responsibilities Include: Hire, supervise, and assign duties to Administrative Assistant II. Coordinate recruitment of graduate students by tracking and responding to inquiries and gathering statistical and qualitative data on inquiries. Coordinate admissions process by keeping track of applications, receiving and distributing application files, collecting completed files, issuing admit/deny letters, and so on. Put together and send out scholarship award packages, receive and track responses. Coordinate new student orientation each fall. Ensure that degree audit system is kept up-to-date for each graduate student. Coordinate registration and enrollment status operations for all graduate students; process Washington Theological Consortium (WTC) and Consortium cross-registration forms. Coordinate assessments for courses, degree programs, and institution and make results available for accreditation and other processes; coordinate assessment of internal business processes; including ATS and CARA. Assist with planning and execution of annual commencement exercises; proofread diplomas for accuracy. Ensure that graduate student file system is accurate and up-to-date.

Minimum Qualifications: A Bachelor's Degree, and customer relations or equivalent public interface or at least two years' experience in an academic setting. Experience using MS-Office, PeopleSoft; Hobsons’s; WebNow.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101645 in subject line of email. This position is open until filled. The first review period will be 5/3/2016.

The Catholic University of America
Human Resources, 170 Leahy Hall
620 Michigan Ave, NE
Washington, DC 20064
Fax: (202) 319-5802
Telephone: (202) 319-5050