Administrative Assistant II (full-time, 35 hours/week)
Athletics
Position 101707

**Position Summary:** The Athletic Department seeks to provide programs and leadership to enable CUA to be a model NCAA Division III institution in academic and athletic excellence. This position will serve as the primary administrative assistant for the Athletic Department. Provide high quality administrative support for the administrative staff and coaches, while promoting a welcoming environment for current and prospective student-athletes and their families.

**Essential Responsibilities Include:** Meet and greet visitors to the Athletic Department offices, answer phones, take messages, attend to clerical responsibilities as needed for full- time and part-time staff, manage vendor contracts, coordinate mail/federal express services and, copier maintenance. Order office supplies, train/supervise student workers in phone services and etiquette, maintain and update all information pertinent to department, compile and complete all Human Resources paperwork for authorization by Athletic Director or designee. Work in conjunction with the associate athletic director to coordinate all work-study paperwork and monitoring for the department. Ensure compliance with all applicable work-study policies and procedures. Maintain up-to-date rosters in Cardinal Station to reflect official team rosters. Manage guest lists, room reservations, payment, and other logistics for major departmental events (senior athletic banquet, Hall of Fame induction ceremonies, etc.). Support the compliance efforts in relation to national, local, university, NCAA, Landmark, ODAC conference laws, regulations, standards and codes.

**Minimum Qualifications:** A Bachelor’s Degree with two (2) to four (4) years of office based work experience required. Proficient in computer operations including spreadsheets and database management, *Outlook*, *Word Processing*, *Excel* and *PowerPoint*. Must be able to exercise knowledge and judgment to maintain confidentiality, and also the ability to handle difficult and/or sensitive situations with tact and diplomacy. Must possess excellent written and oral communication skills. Excellent organizational and time management skills are also a requirement. The ability to drive a vehicle (campus or non-campus) on behalf of university business.

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

Possession of current and valid U.S. driver’s license appropriate to the type of university vehicle and an acceptable Motor Vehicle Driving Record (MVR) as stipulated in the Vehicle Guidelines and Procedures Manual administered through the office of Environmental Health and Safety. Annual clearance of MVR check through the Office of Environmental Health and Safety.

**How to apply:** forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101707 in subject line of email. Please do not include photos on resumes and save documents with first/last names. Applications close on 8/5/16.