Administrative Assistant II (full-time, 35 hours/week)
B. T. Rome School of Music
Position 101714

Position Summary: The Benjamin T. Rome School of Music provides a liberal education for undergraduates and the finest professional training for all students. It is committed to graduate education and offers the highest quality instruction to assist in the preparation of creative artist and teachers who upon graduation take their place as leaders in the world.

Reporting to the Assistant Dean of Academics and Graduate Studies the Administrative Assistant II will provide high quality administrative support for the music office, music faculty, students, prospective students and their families, and the general public. Perform services to support a student-oriented school of music.

Essential Responsibilities Include: Maintain databases for schedule of classes, maintain contact and correspondence with the Office of the Registrar on all matters related to the class schedule, schedules classrooms and available teaching space, assigns practice rooms and student lockers, and maintains logs of these assignments. Assists in the posting of both mid-term and final grades for Studio X and large ensembles. Creates a list of rosters, and disseminate the rosters to the appropriate private instructor and the Assistant to the Dean before the beginning of each semester and immediately following the Add/Drop date.

Answers telephone, receives guests, distributes mail, prepares outgoing mail, and, together with other administrative staff, provides front-desk coverage for the School of Music. Keep inventory of office supplies and prepares purchase requisitions for purchase of same. Maintains the School of Music webpage.

Minimum Qualifications: A Bachelor’s Degree with at least two years of directly related experience. Working knowledge of computer applications including Microsoft Office and Google Apps for Education. Excellent oral and written skills required. Must be able to communicate information accurately and clearly; must have a high sense of diplomacy, politeness, tact, common sense, and patience in all circumstances. Must be able to multi-task and prioritize.

Preferred Qualifications: Experience with student database (PeopleSoft) desirable. Web Content management experience preferred. Background in music is preferred.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101714 in subject line of email. Please do not include photos on resumes and save documents with first/last names. Applications close on 7/11/16.

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