Assistant to the Director of Education (full-time, 35 hours/week)
School of Arts & Sciences, Education
Position 101723

Position Summary: Provide and perform a variety of complex and confidential administrative support to the Director of Teacher Education, including accreditation tasks, data control and report management in LiveText. Provide consistent oversight and management of the day-to-day activities in the office such as routine reports and analyzing moderately complex data and information. Primary face of the department and will interface with students, faculty and visitors. Maintain and provide statistics for database and reports. Will maintain the department website. Will attend meetings and provide minutes.

Essential Responsibilities Include: Ability to aggregate data from different sources and use Excel or similar programs effectively for data analysis. Provide statistics for required reports. Maintain Web Master for Department webpage. Acts as primary contact in person and by phone, for the Department of Education. Answer all incoming phones calls and direct calls. Sort and distribute mail to department personnel. Maintain student files and records in accordance to federal and the District of Columbia laws.

Minimum Qualifications: A Bachelor’s Degree with experience in a professional – preferably academic – environment as a manager or administrator of programs (at least 3 years). Familiarity with database creation and management in a large company, government, or academic setting. Experience as a fundraiser and/or grant writer is desirable but not necessary.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101723 in subject line of email. Please do not include photos on resumes and save documents with first/last names. Applications close on 8/15/16.

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