Assistant Director of Global Initiatives (full-time, 35 hours/week)
Center for Global Affairs
Position 101718

Position Summary: The Center for Global Education (CGE) at the Catholic University of America fosters a sense of international community that builds on the university's strong intellectual and Catholic mission. CGE coordinates and facilitates university-wide global education by sponsoring international exchanges of students and faculty and serving as a resource for departments and schools on campus that undertake international initiatives.

Under the supervision of the Associate Provost (AP) for International Affairs, the Assistant Director of Global Initiatives provides leadership and management of a wide variety of international projects, including (but not limited to): research analyses on international education trends and best practices academic exchange programs (both inbound and outbound operations), operational support of Rome Center, oversight and assistance in the development of international partnerships (including academic agreements, participation in consortia), international programming on campus, conducts research analyses on international education trends and best practices, and the development of new international initiatives.

Essential Responsibilities Include: Provides leadership to a wide variety of international initiatives. Provide overall management of the inbound and outbound international academic exchanges portfolio, including advising, application process, admission, course enrollment, housing, billing, issuing insurance letters, and all promotional and marketing activities (class visits, information sessions, creation and maintenance of website pages for these programs, fliers, etc.), developing and leading orientation and cultural programs for incoming exchange students, maintains international agreements, functions as ARO (Alternate Responsible Office) to issue appropriate visa documents. Provides DC-based support to all operational matters related to CUA Center in Rome, including management of finances, keeping and updating records of all staff, policies and protocols, coordination with our partners from Australia Catholic University, serving as Secretariat for committee meetings, keeping all correspondence, etc. Provides support in the management and programming of the Catholic Consortium for International Higher Education Collaboration. Maintaining and updating all Global Education Memoranda of Understanding (general framework, academic exchanges, joint degrees) in collaboration with the Office of General Counsel and academic units.

Minimum Qualifications: A Bachelor's Degree and a minimum of 3-5 years’ work experience in higher education or related field. Experience in research analysis, financial procedures, and event planning required. Extensive knowledge of CUA’s practices and procedures preferred. Excellent written and oral communication skills. Ability to interact tactfully and skillfully with all levels of CUA employees and students, as well as all levels of business contacts outside the university, and staff at universities around the world. Sophisticated and excellent interpersonal skills. Demonstrated commitment to fostering global perspectives. Ability to handle difficult and sensitive situations with tact, diplomacy and strict confidentiality when required. Knowledge of second language and experience living abroad (studying or working) required. A track record of active participation in international education related professional organizations. Thorough knowledge of MS Office (Word, Excel, PowerPoint). Must have working knowledge of PeopleSoft applications. Experience or willingness to receive training in StudioAbroad or similar application. Must meet eligibility to issue DS-2019 (J-1 visa)

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101728 in subject line of email. Please do not include photos on resumes and save documents with first/last names. Applications close on 7/29/16.