As the national university of the Catholic Church in the United States, founded and sponsored by the bishops of the country with the approval of the Holy See, The Catholic University of America is committed to being a comprehensive Catholic and American institution of higher learning, faithful to the teachings of Jesus Christ as handed on by the Church. Dedicated to advancing the dialogue between faith and reason, The Catholic University of America seeks to discover and impart the truth through excellence in teaching and research, all in service to the Church, the nation and the world.

The mission of the Division of Student Affairs is to promote and facilitate student learning and holistic development in the Catholic intellectual tradition. In partnership with the academic community and Campus Ministry, meaningful opportunities for intellectual and personal development are provided in a vibrant, faith-based, values-oriented campus setting. Student-centered programs and services are offered to support and challenge students throughout their educational experience.

**Position Summary:**

As a Student Affairs professional, the Director serves as a management leader and educator for Intercultural programs and services; serves as a resource for staff and students; supports and promotes the mission and vision of CUA; and contributes positively to the CUA community of research, teaching, learning and service to the Church, the nation and the world. The Director ensures that programs and services are implemented with attention to high standards, quality, collaboration and fiscal soundness and will serve as a mentor and advisor to students by actively supporting them in both their positive endeavors and in overcoming obstacles.

The Director is responsible for implementing, coordinating and supporting a comprehensive program of support programs and engagement opportunities that complement the academic mission of the university. The Director is primarily responsible for the following:

- Through close collaboration with the offices of Campus Activities, Campus Ministry, ISSS, and Resident Life, provide expertise, leadership and coordination for all aspects of the Center including education, awareness, engagement opportunities, direct student support and mentoring.
- Serve as a staff advisor to intercultural student organizations.
- Develop, coordinate, and implement intentional programmatic initiatives and services that positively impact the recruitment, retention and enrichment of students, with special emphasis on underrepresented minority students and international students.
- Develop, coordinate, and implement systems and practices that ensure departmental operations are fiscally responsible, support student development needs, and are consistent with best practices in higher education.
- Strategic planning including the establishment of short-term and long-range goals and objectives.
- Represent the Division in a variety of public relations forums and University events.
- Collect data and disseminate reports and analyses reflecting progress, trends, and appropriate recommendations for future programs and initiatives.
- Serve as a resource person for students, parents, faculty and administrators.

**Minimum Qualifications:** Master’s degree required with at least five years of professional experience in student affairs/higher education administration, intercultural affairs and/or educational support. Must possess a strong understanding and appreciation for the Catholic mission of the University.

**Preferred Qualifications:** Ability to translate a mission and vision into successful programs and services. Ability to plan, organize, set priorities, implement and evaluate programs and services. Strong service orientation and ability to relate effectively with diverse individuals and groups at all levels of an organization. Ability to work collegially and collaboratively to develop effective student-oriented services. Ability to communicate effectively and by using a wide variety of tools and mediums. Proven "hands on" and energetic team leader. Proven analytical, technical and supervisory skills. Ability to develop programs to enable employees to grow in their positions. Must be able to generate the confidence and trust of individuals and the extended campus community. Demonstrated ability to be productive, deliver high quality work, take initiative, use good judgment and solve problems.
How to apply: forward application, salary requirements, resume, and cover letter to CUARecruitment@cua.edu. Reference position 101625 and title and in subject line or on application. Position is open until filled.

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