The Catholic University of America was founded in 1887 by the U.S. Catholic bishops and is the national university of the Church in the United States. It is the only American university established by papal charter, and the only American university with ecclesiastical faculties granting canonical degrees in three disciplines—Theology, Philosophy, and Canon Law. Today the University is home to 12 schools and 22 research facilities, as well as 3,500 undergraduate and 3,100 graduate students from across the United States and 83 foreign countries.

The Catholic University of America is located in the heart of Washington, D.C., a short distance from Capitol Hill, the Library of Congress, and the National Mall. The University recently completed comprehensive renovations to Father O'Connell Hall which has served as the home for the Office of Undergraduate Admission since January 2015.

The Position Summary: Reporting to the Dean of Undergraduate Admission, this position serves the Office of Undergraduate Admission, with its primary purpose focusing on the recruiting efforts of prospective students and ultimately helping to increase enrollment by coordinating office activities. This position also represents The Catholic University of America community to provide an undergraduate student body for the university based on national enrollment management and university policies.

Essential Responsibilities Include: Communicate accurately the programs and educational opportunities available at Catholic University to prospective students, parents, and high school counselors. Interview and counsel prospective students and maintain regular contact with prospects. Maintain open communication with schools, departments and offices on campus. Read applications each year to evaluate a student’s academic and personal attributes and assess their ability to succeed at the University. Participate in and take the lead role in the development and implementation of special recruitment and yield programs or other departmental projects. Seasonal travel for the purposes of recruitment and professional conferences. Assist with the development of promotional and recruitment materials. Pursue diversity in each incoming class. Serve as a financial aid advisor to families by means of fielding questions.

Minimum Qualifications of the Assistant Dean: A Bachelor’s Degree is required with a minimum of four years of progressive experience in a selective admission environment working with admission processes, marketing, and recruitment of students. Excellent written and oral communications. Must have strong customer service skills. Strong organizational and interpersonal skills, diplomacy and familiarity with working individually as well as in a team setting.

Preferred Qualifications: An understanding of, and the ability to support and articulate the University’s Catholic heritage and mission; experience in managing a recruitment territory with supporting travel and appropriate secondary school relations; experience with first-year and transfer application review in a selective environment. Experience in project management within recruitment programming, recruitment publications, social media strategies, student volunteer groups or operations.

Possession of a 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 (OEHS). Annual clearance of MVR check through the OEHS.

How to Apply: Please submit resume and cover letter to CUARecruitment@cua.edu. Reference position title in subject line of email. Applications close on 4/29/2016.

The Catholic University of America
Human Resources, 170 Leahy Hall
620 Michigan Ave, NE, Washington, D.C. 20064