Administrative Assistant, College of Medicine, California Northstate University, Elk Grove, CA

Job Classification: Full-time, non-exempt, $18.00/hr
Benefit: Per California Northstate University employee benefits

Closing Date: Position open until filled

Review of Applications: Reviewed upon receipt

Anticipated Start Date: December

Reporting Responsibility: This position reports to either the Chair of Basic Sciences Department or the Chair of Clinical Sciences Department

Job Description:

1. The administrative assistant provides administrative support to the faculty of the College of Medicine or other positions, as assigned. This may include but is not limited to: maintenance of the schedules, obtaining and providing relevant information for scheduled appointments, and travel arrangements, documentation preparation, letter writing, coordinating the preparation of events and large-scale meetings, purchasing, building maintenance/repair, telephone services, etc.
2. The incumbent must be detail-oriented, able to work under pressure, meet deadlines, prioritize tasks, and demonstrate excellent customer service and interpersonal and communication skills.
3. The administrative assistant will maintain task assignments and their functions, arrange inter-office communications, meet and greet visitors, direct inquiries to appropriate personnel, schedule, attend, and take minutes for assigned committee meetings, and provide support in assigned project-based work.
4. Create and manage faculty schedules. Follow-up with faculty to ensure they are following schedules.
5. The incumbent must be able to maintain confidentiality when working with sensitive materials.
6. Proctoring for student exams.
7. Participation in University service, committees and other departments as assigned.
8. Organize meetings, set up meeting rooms and events.
9. Excellent computer skills (MS suite) and writing skills (Memo's, Letters, Notes, etc.) are expected.
10. Other duties and functions as assigned.

Additional Requirements: Possession of a valid California Class C Driver's License may be required. Independent travel between work sites, or facilities may be required.

Knowledge and skills: Office practices and procedures; public contact techniques; office equipment operation; advanced data collection and compilation techniques; document formatting techniques;

standard office automation software; automated and manual records management practices; clerical work methods review and measurement techniques; purchasing procedures; English usage and grammar

Qualifications:
- A Bachelor's degree or equivalent required
- Three years of experience in admin level support preferred
- Experience in higher education preferred
- Excellent written and oral communication skills
- Excellent typing and transcribing
- Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail
- Excellent interpersonal skills and the ability to successfully interact with faculty, staff, and students at California Northstate University and the community
- Ability to problem-solve with strong decision-making capability
- Demonstrated ability to work effectively in teams as well as independently
- Proven ability to handle confidential information with discretion
- Demonstrated ability to achieve high performance goals and meet deadlines
- Actively seeks opportunities and proposes solutions; forward thinker; Adaptable to the various competing demands/priorities

Applicants should submit:
- Cover letter of interest that addresses qualifications, experience and career goals
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

Please send application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.