



CALIFORNIA
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UNIVERSITY

Administrative Assistant-Staff, 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, there are two positions available

Anticipated Start Date: January 2018

Reporting Responsibility: This position will report to the two separate managers for different durations.

Job Details: We are hiring two Administrative Assistants to work for the University on various projects. These are both very unique positions and require individuals that are flexible with the ability to work in multiple departments on differing projects. Both Administrative Assistants will first work with the College of Medicine to assist in the assignments of our students third year clerkship rotations. Once that project is completed, one Administrative Assistant will be then be assigned to our College of Medicine Student Affairs, Admissions, and Outreach department. The other Administrative Assistant will be assigned to working on the creation of our residency program, assessment team, and/or accreditation team. As additional support may be needed for the College of Medicine Clerkship rotations after the original project is completed, these positions would be required to provide that support occasionally.

Job Description for Clerkship Assistance in the College of Medicine:

1. The administrative assistant provides administrative support to the College of Medicine, Clerkships and other Dean/Administrative-level and/or faculty 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 hosted by or involving the College, purchasing, 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. The incumbent must be able to maintain confidentiality when working with sensitive materials.
5. Excellent computer skills (MS suite) and writing skills (Memo's, Letters, Notes, etc.) are expected.
6. Support all clerkship-related activities of Clerkship Directors, including but not limited to student rotation assignment, scheduling, assessment, didactics. etc.



7. Support all clerkship-related activities of Clinical Department Chairs, including but not limited to communications with preceptors, handout preparation, meeting scheduling, etc.
8. Support the development and implementation of existing and new clerkships for CNUCOM while supporting the activities of CNUCOM leadership with clinical faculty.
9. Maintain a roster of CNUCOM affiliated institutions and physicians, as related to each department and clerkship, and keep track of activities related to student teaching.
10. Support faculty recruitment among local physicians in the community.
11. Maintain working knowledge of accreditation requirements of state, regional and national organizations as relevant for clerkships.
12. Other duties and functions as assigned.

Job Description for Residency Program, Accreditation and Assessment assistance:

1. The administrative assistant provides administrative support to the VP of Operations/Programs, VP of Assessment and other Dean/Administrative-level and/or faculty 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 hosted by or involving the VP, purchasing, etc.
2. Support all residency program-related activities of faculty/staff, including but not limited to communications with preceptors, handout preparation, meeting scheduling, etc.
3. Ensure all program policies, procedures and associated forms are updated, properly recorded and organized, and easily identified and accessed on the network drives.
4. 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.
5. 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.
6. The incumbent must be able to maintain confidentiality when working with sensitive materials.
7. Excellent computer skills (MS suite) and writing skills (Memo's, Letters, Notes, etc.) are expected.
8. Prepare accreditation documents and assist with WASC, ACPE, and LCME preparation.
9. Other duties and functions as assigned in addition to the above job description listed for clerkship assistance.

Job Description for Administrative Assistant in Student Affairs, Admissions, and Outreach in the College of Medicine:

1. Maintains task assignments and meet deadlines; perform as a team player in projects to meet set goals
2. Provide administrative support for Admissions and Student Affairs
3. Maintain task assignments and meet deadlines; perform as a team player in projects to meet set goals
4. Order and update office supplies, perform data entry, data collection, routine communications with applicants and students
5. Support the preparation of admissions and student affairs policies, and their implementation
6. Scanning and filing documentation for admissions and student affairs



7. Maintain confidentiality of student records
8. Review, schedule, and maintain calendars
9. Support Assistant/Associate Deans and Directors in Admissions, Student Affairs, Outreach functions
10. Responsible for assisting in the implementation of the peer and professional academic counseling and tutoring services to CNUCOM students, as well as other Colleges as necessary
11. Works with students on any topic related to student wellness and being successful academically, including study skills, time management, campus organizations, organizational skills, test-taking, overcoming test anxiety
12. Organizes and coordinates workshops to develop student's wellness and academic skills
13. Coordinates the academic alert system to track the academic progress of those students who need assistance
14. Arrange inter-office communications
15. Meet and greet visitors and applicants, direct/answer inquiries
16. Attend and support meetings as assigned
17. Other duties and functions as assigned in addition to the above job description listed for clerkship assistance.

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 is required; or equivalent job experience specifically related to this position and its job duties as listed for 15+ years
- Three years of experience in executive 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



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- 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.