



Administrative Assistant for Admissions, Student Affairs, and Outreach, College of Medicine-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

Anticipated Start Date: March 2018

Reporting Responsibility: This position will report to the Vice President of Admissions, Student Affairs, and Outreach.

Job Details: This position is responsible for providing administrative support to the College of Medicine Admissions, Student Affairs, and Outreach team. This position works as part of a team in providing prospective and current student support and admissions services.

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, file POs and schedule meetings



15. Meet and greet visitors and applicants, direct/answer inquiries, arrange tours
16. Attend and support meetings as assigned, taking meeting minutes
17. Be responsible for phone calls and emails for basic admission questions and program information
18. Be trained for Data entry and maintenance in CAMS.
19. 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 administrative 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.