



# CALIFORNIA NORTHSTATE UNIVERSITY

## California Northstate University, Elk Grove, CA

**Job Title:** Coordinator of Institute of Teaching and Learning

**Job Classification:** Non-Exempt \$26.00

**Closing Date:** Position open until filled

**Reporting Responsibility:** Director of Institute of Teaching and Learning

**Benefit:** Per California Northstate University employee benefits

**Closing Date:** Position open until filled

**Anticipated Start Date:** May 5, 2022

**Job Details:** Help with the operation of ITLE & OAA.

*The information provided below is a general description of responsibilities; it is not intended to provide an all-inclusive list of responsibilities.*

**Responsibilities of the Coordinator of Academic Affairs include, but are not limited to the following:**

**Job Description:**

1. The Coordinator of Institute of Teaching and Learning provides administrative support to the VP of Academic Affairs Associate Dean of Medical Education/Dean of Graduate Studies Administrative.
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. Assist with the daily operation of the Institute of Teaching and Learning, including but not limited to office tasks such as making flyers, posting calendar invitations, recording sessions in Zoom and posting these Zoom sessions, etc.
4. Develop, update, and maintain the ITLE website working closely with CNU IT, ITLE Director, and VP of Academic Affairs. Provide regular updates to the ITLE director.
5. Schedule ITLE meetings, record minutes, and help run the meetings, coordinating with ITLE Director and VP of Academic Affairs.
6. Help coordinate and organize an annual ITLE Retreat.
7. Help design and create an annual ITLE report/gazette.
8. Help design and create an annual interprofessional education newsletter.



# CALIFORNIA NORTHSTATE UNIVERSITY

9. Work with Deans and Accreditation team in all aspects of functions and activities including, but not limited to gathering & presenting data relevant to demonstration of compliance with accreditation standards.
10. Collate Student and faculty research activities, publications, grants, and other research activities relevant to demonstrate student & faculty research of the accreditation standards.

**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:**

## **Qualifications:**

1. A Master's degree or equivalent is required
2. Three years of experience in executive level support preferred

## **Applicants should submit:**

1. Cover letter of interest that addresses qualifications, experience and career goals
2. Resume/CV
3. Names, addresses, and telephone numbers of at least three (3) professional references

## **EEO STATEMENT**

CNUCOM is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of, race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. CNUCOM also encourages applications from women and veterans.

Applications will be reviewed upon receipt. For full consideration, candidates should provide a curriculum vitae with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to HR Department. Review of applicants will begin immediately and will continue until positions are filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer.



# CALIFORNIA NORTHSTATE UNIVERSITY

## Benefits:

1. 401(k)
2. Health insurance
3. Paid time off
4. Vision insurance

## Work Location:

- Elk Grove, CA

All qualified candidates are encouraged to apply. For inquiries, please contact us by email and/or telephone: (916) 686-7400. Please send application materials to the HR Department at [hr@cnsu.edu](mailto:hr@cnsu.edu), or California Northstate University, 9700 West Taran Drive, Elk Grove, CA 95757.