



Accreditation and Media Specialist California Northstate University | College of Medicine

Title: Accreditation and Media Specialist
Classification: 1.0 Full-time, Non-exempt
Reports to: Assistant Dean of Medical Education
Education: Bachelor's Degree
Salary: \$29-32.00/Hour
Location: Elk Grove Campus | 9700 W Taron Dr, Elk Grove, CA 95757

JOB SUMMARY

The Accreditation and Media Specialist serves a key role in supporting the accreditation, regulatory compliance, strategic planning, continuous quality improvement of California Northstate University College of Medicine, and additionally implements and executes media communication programs. They create a wide range of communications using digital, written, visual, and electronic formats within the Office of Medical Education and in collaboration with the Dean's Office.

This team member excels in writing, editing, strategic communication planning, and organizational skills. They thrive in a team environment, managing multiple projects, deadlines, and engaging with various stakeholders. Responsibilities include updating the Medical College's website, social media platforms, internal communications, newsletters, CNUCOM magazine and alumni outreach. They also collaborate with student-facing offices to ensure effective communication protocols.

Additionally, this position works closely with college leadership to gather and analyze data for accreditation purposes and supports regulatory compliance efforts.

RESPONSIBILITIES:

- Develops and implements communications (such as new services, and internal communication) for the College of Medicine.
- Work closely with the Dean's Office, and various College of Medicine departments to ensure cohesive messaging and collaboration on communication projects.
- Develop diverse communication material and college collateral, including but not limited to newsletters, press releases, reports, presentations and other publications, adhering to established brand guidelines and communication standards. Oversee compliance to University Logo and brand policies.
- Maintains regular communication and programming between the Alumni Association Members/Office for Student Affairs and the College of Medicine Leadership. Provides opportunities for alumni participation and engagement such as through events, services, and benefits.
- Supports the Office of the Dean with matters of accreditation and regulatory compliance, including but not limited to aggregating data, analyzing data for insights, and improving processes for standard operating procedures.



- Manage multiple projects simultaneously, ensuring deadlines are met and projects are executed efficiently.
- Manage internal communications within the College of Medicine, collaborating with the Office of Student Affairs and Office of Academic and Career Advising.
- Provides administrative support for the Office of Medical Education.
- Assist with College of Medicine events.
- Proctor student exams when needed.
- Other duties and functions as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in marketing or equivalent work experience in communication, journalism, or related field
- A minimum of 3 years of experience developing, creating, writing, editing, and disseminating content across a wide variety of internal and external communications channels to diverse audiences
- Excellent editing and proofreading skills and attention to detail
- Demonstrated experience with digital content management systems and other web technologies.
- Proficiency with Microsoft Office Suite, Canva and Photoshop.
- Exceptional interpersonal communication and client service skills to successfully collaborate with a variety of constituents at all levels of the organization.
- Proven aptitude and experience performing in a fast-paced environment with evolving priorities, deadlines, and goals.

PREFERRED QUALIFICATIONS:

- Experience developing internal constituent newsletters and measuring their effectiveness.
- Experience working in executive offices responsible for matters of accreditation and compliance.
- Experience working in a setting of medical education at UME or GME level.
- Experience working in an office or directly supporting executive and senior leadership.

Equal Opportunity Employer Statement

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status.



Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume 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@cnsu.edu. Review of applicants will begin immediately and will continue until positions are filled. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7300.