



## **Administrative Assistant ~ Admissions & Student Affairs College of Dental Medicine California Northstate University, Elk Grove, CA**

**Job Classification:** Full-time, Non-exempt ~ \$20.00/hr

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

**Reporting Responsibility:** This position will report to the Dean of Dental Medicine

**Job Details:** This position is responsible for providing administrative support to the College of Dental Medicine. This position works as part of a team in providing prospective and current student support and admissions services. This position will also provide administrative support in efforts for accreditation.

### **Job Description for Administrative Assistant in Admissions and Student Affairs in the College of Dental Medicine:**

1. Maintains task assignments and meet deadlines; perform as a team player in projects to meet set goals
2. Provide administrative support for the College of Dental Medicine
3. Support the CNU Wellness Program
4. Maintain task assignments and meet deadlines; perform as a team player in projects to meet set goals
5. Order and update office supplies, perform data entry, data collection, routine communications with applicants and students
6. Support the preparation of admissions and student affairs policies, and their implementation
7. Scanning and filing documentation for admissions and student affairs
8. Maintain confidentiality of student records
9. Review, schedule, and maintain calendars
10. The administrative assistant provides administrative support to the College of Dental Medicine, 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.
11. 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.
12. 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.
13. The incumbent must be able to maintain confidentiality when working with sensitive materials.
14. Excellent computer skills (MS suite) and writing skills (Memo's, Letters, Notes, etc.) are expected.
15. Ability to proctor exams when needed.



16. Arrange inter-office communications, file POs and schedule meetings
17. Meet and greet visitors and applicants, direct/answer inquiries, arrange tours.
18. Attend and support meetings as assigned, taking meeting minutes
19. Be responsible for phone calls and emails for basic admission questions and program information.
20. 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;
- 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](mailto: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.