

JOB DESCRIPTION

Title: Administrative Assistant, Clinical and Administrative Sciences & Experiential Education

College: Pharmacy

Classification: Full-time, non-exempt

Supervisor: Chair, Experiential Education

Chair, Clinical and Administrative Sciences

Education: Bachelor's Degree or higher (Science preferred)

Experience: At least 1 year of administrative experience

The Administrative Assistant (AA) position, based in the College of Pharmacy (COP), is a full-time, non-exempt, staff member who is responsible for providing assistance to the faculty of Clinical and Administrative Sciences, Experiential Education Departments, and work with other staff members within the University to provide a high quality educational experience to students, faculty and preceptors within the community. This position will report to the Chair(s) of the Clinical and Administrative Sciences, and Experiential Education Department, and is also responsible for other duties as assigned.

Responsibilities of the Administrative Assistant, Clinical and Administrative Sciences & Experiential Education include, but are not limited to:

- Support faculty on academic related tasks such as grading, proctoring, entering academic data on relevant databases.
- Maintain and monitor supplies for *staff*, faculty, and classrooms.
- Support the Department Chair(s) in all department-related activities
- Prepare minutes for the Departmental Meetings
- Maintain and manage data entry on department share folder
- Support faculty recruitment processes by scheduling onsite visits and coordinating with all outside vendors
- Calendaring and planning the key dates, monitoring and ensuring appropriate site-specific student compliance is satisfied for experiential education experiences.
- Assist coordinators with planning, implementation, and hosting of preceptor events/programs implemented by the Experiential Education Department.
- Provide administrative support to the Chair(s) and Directors of CAS/EE in areas including, but not limited to, student scheduling, and working with preceptors to efficiently enhance student experiences in experiential education.
- Assists sites and preceptor with a variety of requests by responding to incoming communication, including assessing site and preceptor needs, resolving routine program challenges, and routing unresolved issues as appropriate.
- Assist in the management of the Experiential Education Program including, but not limited to; coordinating the Experiential Education Program portion of new student orientation and Coordinating Preceptor events.

- Assists with the ongoing development and maintenance of the experiential education program's handbooks, syllabi, and evaluations.
- Maintain a record of all departmental expenditures
- Serve on College and University wide committees
- Other duties as assigned
- Provides support to department: staff, faculty, and administrators as needed.
- Serve on a variety of College or University level committees as assigned by the Chair(s) of CAS/EE.
- Participates in accreditation and regulatory processes, as appropriate.
- Performs other related duties and functions as may be assigned by the College of Pharmacy administration.

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

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.