



Director of Student Affairs and Outreach Staff – California Northstate University College of Medicine

Title: Director of Student Affairs and Outreach
Classification: Staff
Supervisor: Assistant Dean of Student Affairs and Admissions
Job Classification: 1.0 FTE, Full-time, Exempt
Salary: \$80-85,000.00a year
Education: Bachelor's degree Required, Master's Degree preferred.
Location: Elk Grove, CA

Reporting Responsibility: Under the supervision of the Assistant Dean of Student Affairs and Admissions in the College of Medicine, the Director will utilize the Student Affairs Coordinator and Admissions and Student Affairs Administrative Assistant as needed to coordinate the Student Affairs daily operations and functions within the Department to ensure tasks are completed.

Responsibilities:

- Work with Assistant Dean of Student Affairs to review and facilitate update and alignment of CNUCOM policies relevant to the Office of Student Affairs (OSA), the COM Student Handbook, and the COM portion of the CNU General Catalog.
- Oversee, review, and update as needed the Standard Operating Procedures for the OSA.
- Lead the planning of, coordinate personnel and logistics for, and participate in major internal COM events (such as M1 Orientation, M2 Refresher Orientation, White Coat Ceremony), and external/outreach events (such as Summer Camp, and COM campus visits for selected local school students).
- Lead and coordinate COM participation in university internal and outreach events (such as CNU Commencement, CNU Open House, Celebrando Health Fair, and the East West Health Fair).
- Maintain and update the COM Events Calendar and COM Outreach Events Calendar, as needed.
- Maintain and update the COM 895 Student Resources Canvas page, including gathering information from other COM departments.
- Attend meetings of the COM Student Affairs and Wellness (SAW), and serve as a non-voting member to represent the OSA.
- Work with the Chairs and Student Leaders of the SAW, to ensure excellent communication with the OSA, including support for and participation in related events.
- Support the Student Body Council (SBC) and Student Interest Groups (SIGs).
- OSA, SAW Committee, and SBC/SIGs budget monitoring.
- Provide COM students with Letters of Support for (i.e.), CalFresh applications and jury duty postponement.
- Serve as the primary contact for United States Military personnel and provide support for students affiliated with the US Military.
- Work with Dean and accreditation team in all aspects of accreditation functions and activities, including collecting, organizing, analyzing, and presenting data to demonstrate compliance with applicable accreditation and regulatory standards, including but not limited to those established by the WASC Senior College and University Commission (WSCUC), California Bureau for Private Postsecondary Education (BPPE), and Liaison Committee on Medical Education (LCME).

- Collate student and faculty research activities, publications, grants, and other scholarly activities, as applicable, to demonstrate compliance with accreditation standards related to research and scholarly engagement.
- Participate in activities related to LCME, BPPE, and WASC accreditation, including but not limited to data gathering, report generation, and response projects in accordance with accreditation standards.
- Develop and maintain outreach materials, including COM swag, website updates, informational brochures, and COM social media.
- Support the COM Alumni Association by enrolling and communicating with alumni and contributing to the preparation and distribution of the COM Alumni Newsletter.
- Respond to inquiries concerning student affairs and outreach.
- Train new departmental staff.
- Perform other duties as assigned.

Qualifications

- **Required:**
 - Bachelor's degree
 - 2+ years of experience that are directly related to the duties and responsibilities specified.
- **Preferred:**
 - Master's degree
 - 3+ years of experience that are directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required

- Work well with a team, as a member and as a leader
- Work independently and proactively
- Work effectively with diverse populations
- Strong communication, both orally and in writing
- Attention to detail
- Excellent time and project management skills
- Appropriately manage confidential information
- Skill in the configuration and use of Microsoft Office
- Plan, implement and evaluate programs, short- and long-term goals, and procedures
- Ability to make appropriate administrative/procedural decisions and judgements

Qualities:

- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence
- Focused on student success
- Solution-oriented

Resumes will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references and 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.

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.