



Administrative Assistant to Master of Pharmaceutical Sciences California Northstate University, Elk Grove, California, USA

Job Title: Administrative Assistant to Master of Pharmaceutical Sciences (MPS)

Full-time, hourly, non-exempt \$20.00/hr

Benefit: Per California Northstate University employee benefits

Closing Date: Position open until filled Review of Applications: Reviewed upon receipt

Reporting Responsibility: Report directly to the Dean/Director of MPS

Job Description:

1. Provides administrative support to the MPS program
2. Plans and organizes administrative student and faculty activities
3. Manages and oversees the maintenance of Dean/Director schedule, obtains and provides relevant information for scheduled appointments
4. Coordinates the preparation of events and large-scale meetings hosted by MPS
5. Maintains/Tracks MPS records on budgetary spending and allocations, policies, hiring materials
6. Provides administrative support, prepares agendas and takes minutes for weekly meeting
7. Prepares purchase requests for MPS
8. Other duties and functions to be assigned

Additional Requirements: Possession of a valid California Class C Driver's License may be required. Knowledge of: 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; English usage and grammar Skill in: Taking dictation, the use of computer keyboards, MS Office suite, CAMS software and other programs as needed for position duties, and peripheral equipment

Qualifications: • A Bachelor's degree or equivalent required • Experience in higher education preferred • Excellent written and oral communication skills • 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 • Adaptable to the various competing demands in a high paced environment • Actively seeks opportunities and proposes solutions; forward thinker

Applicants should submit: • Cover letter of interest that addresses qualifications, experience and career goals • Resume • Names, addresses, and telephone numbers of at least three (3) references who can be contacted by the Search Committee and who can speak to a broad range of candidate's professional qualifications

Please submit your cover letter, CV, list of references, and any additional information to hr@cnsu.edu.

Review of applicants will begin immediately and will continue until position is filled. California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply, or protected veteran status.