



Student Assistant

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| Job Title | Student Assistant |
| Supervisor | Assistant Dean of Student Affairs and Admissions |
| Employment Type | Staff; non-Exempt; part time (up to ten hours per week) |
| Compensation | \$18 per hour |
| Location | Rancho Cordova, CA – in person |
| Labor Allocation | Psychology – Student Affairs |

Interested applicants: please follow the link below to our Indeed employer page. Select ‘jobs’ and follow steps to submit an application.

[CNU Jobs on Indeed](#)

Position Summary

Student Assistants may work up to a total of 10 hours per week during the academic semester, inclusive of hours worked as a TA, Tutor or Administrative Assistant. Students may be assigned to TA, Tutoring and/or Admin Assistant roles but their total weekly hours may not exceed 10 hours in any given week performing any given role. Tutors and Student Assistants may work more hours between semesters and during the summer, upon approval of the Assistant Dean of Student Affairs and Admissions. Supporting the Student Affairs and Admissions Office, the Student Assistant position may work under one the following classifications:

Graduate Teaching Assistant:

Under general supervision of the Office of Student Affairs and direct supervision of the course instructor, Graduate Teaching Assistants will gain valuable leadership, teaching, research, and mentorship experience through supervised instructional opportunities in the classroom. TAs will be provided the opportunity to learn about course design, pedagogy in the discipline of psychology, and may also gain experience teaching, facilitating laboratory and supplementary instruction activities, and providing student feedback. Graduate Teaching Assistants may work up to 10 hours per week during the academic term (Fall and Spring).

Psychology Subject Tutor Description:

Under the general and direct supervision of the Office of Student Affairs, Psychology Subject Tutors work with graduate psychology students to facilitate students’ development of Profession Wide Competencies and Discipline Specific Knowledge and Skills. Tutors will gain experience teaching, and single-subject knowledge development. Tutors may work up to 10 hours per week during the academic term (Fall and Spring) and may work limited hours during school breaks (Winter and Summer).

Student Assistant in the CCAPS Clinic Description:

Under the general supervision of the Office of Student Affairs and direct supervision of the clinic director, the clinic administrative assistant will provide administrative support to the Community Counseling and Psychological Services clinic (CCAPS). Student admin assistants may work up to 10 hours per week during the academic term (Fall and Spring) and may work more hours during school breaks (Winter and Summer).

Essential Functions

- Assist with delivery of course material.
- Assist students with developing Profession Wide Competencies and Discipline Specific Knowledge and Skills.
- Assist with student evaluation.
- Meet students individually or in groups to support learning and student success.
- Facilitate student responsibility, integrity, study habits and exam-taking skills.
- Foster a cooperative learning environment.
- Assist in the timely and effective management of the CCAPS Clinic.
- Attend, as needed, outreach and marketing events.
- Manage the checking in and out of assessment kits.
- Support practicum student onboarding and offboarding.
- Communicate effectively and timely with current and prospective clients, supervisors, professors and peers.
- Perform weekly chart audits to ensure compliance with clinical documentation and billing requirements.
- Ensure regular and predictable attendance.
- Other duties as assigned.

Minimum Qualifications

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| Academic | Required | Must be enrolled full-time at the CNU College of Psychology and must be at the level of P2 or higher in the program. Must have received an “A” in any relevant course or subject and must be in good standing with the College of Psychology and the University. Must receive approval from the Academic Advisor, Asst Dean of Academics, and Asst Dean of Student Affairs and must provide evidence of employment eligibility in the US. |
| Education | Required: | Undergraduate degree and successful completion of 1-year PsyD program. |

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| Experience | Required: | Two years of relevant experience working in accounting. |
| | Preferred | Experience working in executive offices responsible for matters of accreditation and compliance. Experience working in an office or directly supporting executive and senior leadership. |

Knowledge, Skills, Abilities

- Ability to manage complex organizational tasks.
- Excellent business writing skills and attention to detail.
- Proficiency with Microsoft Office Suite.
- Exceptional interpersonal communication skills to successfully collaborate with a variety of constituents at all levels of the organization.
- The ability to speak and write clearly and concisely in English.
- Knowledge of accounting procedures, including accreditation and compliance.
- Proficient in GAAP and its application.
- Ability to work independently and with little supervision.
- Ability to work in a team environment, managing multiple projects, deadlines, and engaging with various stakeholders.
- Navigate interdepartmental issues utilizing diplomacy and tact.
- Ability to analyze documents which involve policy, procedure, and reports.
- Ability to understand the operational needs of others to develop practical and accomplishable workflows.
- Knowledgeable on project management paradigms and project life cycles: planning and development, resource allocation, risk management, time management, quality management, monitoring and reporting, documentation, and record keeping.
- Ability to maintain confidentiality for sensitive information.
- Able to coalesce, analyze, and assimilate data into meaningful findings for subject matter experts with Microsoft Excel.
- Commitment to fostering a positive and inclusive work culture.

Supervisory Responsibilities

None

Contacts

Students, alumni, general public, faculty, staff.

Physical Demands

This position performs work at a computer, potentially for extended periods of time. This role requires the ability to move/manipulate supplies and equipment of various weights (up to 25lbs). This

position may involve prolonged periods of standing, and some tasks may require fine motor skills and hand-eye coordination. Persons employed in this position must be able to hear and speak to exchange information in person or on the telephone. Employees must possess dexterity of hands and fingers to operate a computer keyboard as well as to prepare documents and reports, and possess visual acuity to read, write, and view a computer monitor.

Working Environment

Office/school/university environment. Work occasional flexible schedule including evenings, weekends, and work overtime as the need arises.

Equal Opportunity Employer Statement

California Northstate University is an equal opportunity employer to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, cannabis use, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), Family Care and Medical Leave (CFRA) related to serious health condition of employee or family member, child bonding, or military exigencies, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), participation in an EEO protected activity, pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, reproductive loss leave, sex/gender, and sexual orientation.