



Academic Affairs Coordinator, California Northstate University, Elk Grove, CA

Job Title: Academic Affairs Coordinator

Job Classification: Full-time, non-exempt \$20.00/hr

Benefit: Per California Northstate University employee benefits

Closing Date: Position open until filled

Review of Applications: Reviewed upon receipt

Anticipated Start Date: July

Reporting Responsibility: This position reports to the Vice President of Academic Affairs/Associate Dean of Medical Education for the College of Medicine

Job Description:

1. The Academic Affairs Coordinator provides administrative support to the VP of Academic Affairs and other Dean/Administrative-level and/or faculty positions, as assigned. This may include but is not limited to: coordinating academic affairs/medical education activities, maintaining updated documentation, policies and procedures, 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 VP, purchasing, etc.
2. 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.
3. The Academic Affairs Coordinator 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.
4. The incumbent must be able to maintain confidentiality when working with sensitive materials.
5. Excellent computer skills (MS suite), writing skills (Memo's, Letters, Notes, etc.) and power point/multi-media skills are expected.
6. Responsible for all coordination for the Office of Academic Affairs.
7. Complete Academic Affairs tasks as assigned for the College of Medicine, College of Pharmacy, College of Health Sciences, and College of Psychology.
8. Complete tasks as assigned for the Masters of Pharmaceutical Sciences program as well as any Graduate Studies programs.
9. Prepare accreditation documents and assist with all University and College accreditation preparations.
10. Complete various special projects, which may require reviewing and analyzing Information, Identifying problems, recommending solutions and writing reports.



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11. Participate in College and University service.
12. Other duties and functions as assigned.

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; power point creation, 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 Master's degree in English or equivalent is required
- Three years of experience in executive level 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
- The ideal candidate must be a self-starter with attention to detail, able to handle multiple projects, flexible, professional, and able to effectively manage interruptions, and possess a high level of computer literacy and ability to quickly learn new software.

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, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.



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