



Administrative Assistant, College of Medicine-Staff, California Northstate University, Elk Grove, CA

Two vacancies

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

Closing Date: Position open until filled

Review of Applications: Reviewed upon receipt

Anticipated Start Date: August 2019

Job Details: This position is responsible for providing administrative support to the College of Medicine. This position works as part of a team in providing prospective and current student support and admissions services.

Job Description for Administrative Assistant in the College of Medicine:

1. Maintains task assignments and meet deadlines; perform as a team player in projects to meet set goals
2. Provide administrative support for various departments within the College of Medicine
3. Support the CNU Wellness Program
4. Maintain task assignments and meet deadlines; perform as a team player in projects to meet set goals
5. Order and update office supplies, perform data entry, data collection, routine communications with applicants and students
6. Support the preparation of admissions and student affairs policies, and their implementation
7. Scanning and filing documentation for faculty, admissions and student affairs
8. Maintain confidentiality of student records
9. Review, schedule, and maintain calendars
10. Support Faculty, Assistant/Associate Deans and Directors in Admissions, Student Affairs, Outreach functions
11. Responsible for assisting in the implementation of the peer and professional academic counseling and tutoring services to CNUCOM students, as well as other Colleges as necessary
12. Works with students on any topic related to student wellness and being successful academically, including study skills, time management, campus organizations, organizational skills, test-taking, overcoming test anxiety
13. Organizes and coordinates workshops to develop student's wellness and academic skills
14. Coordinates the academic alert system to track the academic progress of those students who need assistance
15. Arrange inter-office communications, file POs and schedule meetings
16. Meet and greet visitors and applicants, direct/answer inquiries, arrange tours
17. Attend and support meetings as assigned, taking meeting minutes
18. Be responsible for phone calls and emails for basic admission questions and program information
19. Be trained for Data entry and maintenance in CAMS.
20. Other duties and functions as assigned in addition to the above job description listed for clerkship assistance.



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. This is a temporary position for about five months that has the potential to come permanent based on company needs.

Knowledge and skills: 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; clerical work methods review and measurement techniques; purchasing procedures; English usage and grammar

Qualifications:

- A Bachelor’s degree or equivalent is required;
- Three years of experience in administrative 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

HOW TO APPLY

Please follow the instructions below. Applications will be reviewed upon receipt and only completed applications will be reviewed.

For full consideration, candidates must provide the following items in one document:

1. Curriculum vitae/resume with at least three references.
2. 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.
3. Transcripts showing date of degree conferral; Unofficial transcripts are okay

***Please email all documents to hr@cnsu.edu with the subject:
“Administrative Assistant - CNUCOM”**