



Administrative Assistant – Staff - California Northstate University College of Health Sciences (CHS), Rancho Cordova, California, USA

Job Title: Administrative Assistant, College of Health Sciences (CHS)

Job Classification: Full-time, hourly, non-exempt; \$18.00 per hour

Closing Date: Position open until filled

Anticipated Start Date: Summer 2019

Reporting Responsibility: Reports directly to the Associate Dean of Academic Affairs

Description of California Northstate University College of Health Sciences: The WASC-approved undergraduate CNU College of Health Science (CNUCHS) is located at 2910 Prospect Park Drive, Rancho Cordova, CA 95670. CNUCHS offers a traditional Bachelor of Science in Health Sciences degree with a concentration in human biology, in addition to accelerated undergraduate and post-baccalaureate programs for pre-medical and pre-pharmacy students. The CNUCHS curriculum is designed to provide excellent academic preparation for careers in the biomedical professions. California Northstate University (CNU) is a private university with main campus located in Elk Grove, California, approximately 15 miles south of Sacramento. CNU is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). The Elk Grove facility currently houses the College of Pharmacy and the LCME-accredited College of Medicine.

Job Description:

1. Provides administrative support to the Associate Dean of Academic Affairs, Assistant Dean of Curriculum and Assessment & Department Chairs.
2. Plans and organizes administrative support activities; supports one or more academic units.
3. Prepares correspondence, including interoffice memoranda and notices to community partners.
4. Arranges programs, events, meetings by scheduling facilities and caterer, prepares notices and invitations, and coordinates speakers.
5. Coordinates with College faculty and staff on administrative and operational matters as personnel, accounting, purchasing, building maintenance/repair, and telephone services
6. Provides administrative support to CHS committee meetings including creating agendas, taking minutes and preparing computer presentations.
7. Serves as point person to answer questions from visitors and students; manages registration and assists with running of the CHS Summer Science Camp in cooperation with the coordinator.



8. Assists the Director of Student Life with campus activities, community partner communication, and other student related events.
9. Creates, manages and grows CHS presence across social media channels, including, but not limited to, blogs, Twitter, Facebook, Pinterest, LinkedIn, YouTube and Instagram.
10. Other duties and functions as assigned.

Knowledge, Skills, and Abilities:

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; clerical work methods review and measurement techniques; personnel, payroll and purchasing procedures; clerical/technical level accounting and basic budgeting practices; English usage and grammar

Skill in: Transcribing recordings, the use of computer keyboards, MS Office suite, other software programs as needed for position duties, and peripheral equipment

Qualifications:

- A Bachelor's degree or equivalent required, and minimum three years' experience in administrative support preferred
- 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
- Actively seeks opportunities and proposes solutions; forward thinker

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.

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 send application materials to HR@cnsu.edu . Review of applicants will begin immediately and will continue until position is filled.

Please note that while the main campus for California Northstate University is located in Elk Grove, CA, this position is located at California Northstate University, College of Health Sciences, in Rancho Cordova, CA.

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