



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

Job Title:	Front Desk/Administrative Assistant, College of Health Sciences (CHS)
Job Classification:	Full-time, hourly, non-exempt
Salary:	\$20 per hour
Closing Date:	Position open until filled
Anticipated Start Date:	September 1 st , 2019
Reporting Responsibility:	Reports directly to the Assistant Dean of Student Affairs and Admissions

California Northstate University College of Health Sciences is a community of faculty, staff, and students dedicated to the mission of transforming education in the health sciences. We are a team-oriented group interested in supporting a student centered and innovative educational environment and seek individuals interested in excelling at their own immediate responsibilities and contributing to the College and University as a whole.

California Northstate University (CNU) is a private university with the 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, College of Medicine and College of Psychology.

The California Northstate University College of Health Sciences (CNUCHS) campus is located at 2910 Prospect Park Drive, Rancho Cordova, CA 95670. We offer a traditional Bachelor of Science in Health Sciences degree in addition to accelerated undergraduate and post-baccalaureate programs. The CNUCHS curriculum is designed to provide excellent academic preparation for careers in the biomedical professions.

Job Description:

1. Provides administrative support to the Assistant Dean of Student Affairs and Admissions
2. Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments
3. Collect, sort, distribute and prepare mail, messages and courier deliveries



4. Prepares correspondence, including interoffice memoranda and notices to community partners.
5. Arranges programs, events, meetings by scheduling facilities and caterer, prepares notices and invitations, and coordinates speakers.
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 Open Houses and recruitment activities.
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. Perform duties such maintaining lobby, reception area, classrooms, meeting rooms, cabinets, and post boards.
11. Other duties include student affairs support, student printing requests.

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, and 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.