



Senior Coordinator for Health Professions Advising California Northstate University College of Health Sciences (CNUCHS) Rancho Cordova, CA, USA

Job Title: Senior Coordinator for Health Professions Advising

Job Classification: Full-time, 12 Month, Non-Exempt

Salary: \$26 per hour

Supervisor: Assistant Dean, Student Affairs and Admissions, College of Health Sciences

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 PURPOSE

- I. The California Northstate University College of Health Science (CNUCHS) Senior Health Professions Advising Coordinator assists students in achieving educational, career, and personal goals through the utilization of the full range of institutional resources and by establishing close student-advisor relationships. This Coordinator is responsible for providing educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education options for CNUCHS students; tracking the advancement and progression of students; providing case management to students who do not meet educational requirements; and providing assistance to at-risk students. The Senior Coordinator will also lead and coordinate the application activities for undergraduate and post-baccalaureate CHS students preparing for their next educational steps.



RESPONSIBILITIES

Health Professions Advising (90%)

1. Provides general academic advising and advising for entry into graduate and post-baccalaureate health professional programs (medical school, pharmacy school, nursing programs, physical therapy, and others).
2. Refers advisees to workshops, faculty advisers and/or other resources as appropriate.
3. Leads workshops to support student academic and career success
4. Assists with course selection and prerequisites necessary to enter health professional programs by informing students of concentrations appropriate to enter these programs; post-baccalaureate program and graduate program exams (MCAT, DAT, OAT, GRE); letters of recommendation and evaluation forms; and how to gain experience in their chosen field.
5. Informs students of changing trends in medicine and allied health programs.
6. Provides educational and career advising for health and life sciences which will include:
 - Coordinates and leads co-curricular activities (eg. Interview and personal statement preparation workshops, professionalism, mindset and behavior workshops, etc.)
 - Assisting students in clarifying their career goals
 - Maintaining up-to-date knowledge and information about career options in the sciences, and the health professions
 - Providing advising for internships, jobs and shadowing experiences
 - Developing and updating materials for workshops and handouts
 - Developing and updating web pages that provide career planning
7. Utilizing assessment results for all advising related programs and services and uses the feedback received to improve services as needed
8. Develops curriculum plans for students.
9. Works collaboratively with the Registrar's Office to register, add, drop and withdraw students from courses.
10. Assigns faculty advisor to admitted students.

Other Duties (10%)

1. Prepares reports and proposals, respond to inquiries from students and outside agencies.
2. Recommends methods and procedures to enhance operations, as appropriate to the unit.
3. Attends and supports meetings as assigned.
4. Performs other administrative and miscellaneous job-related duties as assigned.

Minimum Qualifications

- Master's degree preferred and three years of student service experience or equivalent
- Proficiency in Microsoft Office: Word, Excel and PowerPoint; and Skype
- Exceptional interpersonal communication skills (with students, faculty, staff, public, etc.)
- Oriented towards student success
- Commitment to professional excellence
- Administrative experience



- Skilled in organizing and coordinating multiple tasks, projects and priorities.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Ability to use independent judgment to manage and impart confidential information.
- Ability to gather data, compile information, and prepare reports.
- Ability to work effectively with diverse populations.
- Ability to communicate effectively, both written and orally.
- Ability to develop, plan, and implement short and long range goals.
- Skill in the configuration and use of computerized database programs.
- Ability to work in a team-based environment.

Applicants should submit:

- Cover letter of interest addressing qualifications, experience and career goals
- Current Resume
- Written statement addressing Inclusive Excellence (Diversity Initiatives) experience
- Unofficial transcripts of all college work (official copies will be requested if offered position)
- Names, addresses, and telephone numbers of at least three (3) professional references to be contacted by the Search Committee who can speak to a broad range of candidate's qualifications.

Send application materials to the HR Department at hr@cnsu.edu or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.

For department specific inquiries, please contact us by e-mail: Farkhunda.Khan@cnsu.edu or telephone: (916) 686-7674.

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.