



## **Administrative Supervisor/Executive Assistant** **College of Health Sciences, California Northstate University**

**Job Title:** Administrative Supervisor/Executive Assistant (Rancho Cordova Campus)

**Department:** Office Of The Dean

**Division:** California Northstate University, College of Health Sciences

**Supervisor:** Dean College of Health Sciences

**Job Classification:** Staff, Non-exempt, 1.0 FTE

**Closing Date:** Position open until filled.

***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 Master of Pharmaceutical Sciences Programs.

The California Northstate University College of Health Sciences (CNUCHS) campus is located at 2910 Prospect Park Drive, Rancho Cordova, CA 95670 along with the College of Psychology and Master of Healthcare Administration Programs. The College of Health Sciences offers a Bachelor of Science in Health Sciences, a Bachelor of Science in Nursing, and a post-baccalaureate program aimed at supporting students interested in pursuing professional school and careers in the health professions.

### **POSITION OVERVIEW:**

The Administrative Supervisor/Executive Assistant, provides executive administrative support to the Dean of the College of Health Sciences and oversees and manages day-to-day college operations, ensures efficiency and productivity and is responsible for developing and implementing operational processes and systems. The Executive Assistant provides crucial administrative and logistical support to the Dean and College, managing calendars, travel, communications, and other tasks to facilitate efficiency and productivity.

### **ESSENTIAL FUNCTIONS:**

- Facilitates management of workflow through creating a collaborative work environment
- Ensure operational efficiency, quality, process alignment
- Develop strategies to improve productivity
- Provide coaching and facilitates conflict resolution with managers
- Assists with training, onboarding, timekeeping
- Liaise with colleagues in planning, technology, and supply needs
- Analyze data to identify areas of improvement
- Facilitates compliance, communication, and functionality with college operations (facilities, IT, HR, etc.)
- Arrange and balance tasks among administrative assistants and CHS staff (eg. manage inter-office communications, meet and greet visitors, direct inquiries to appropriate personnel, schedule, attend, and



take minutes for assigned committee meetings, event planning/logistics, and provide college support in assigned project-based work)

- Oversee and schedule student assistant workers
- Maintains the daily calendar for the Dean, schedules meetings and appointments and organizes and prepares for meetings and events hosted by the Dean's office
- Receives and reviews for accuracy routine paperwork for Dean's approval and routes to appropriate offices
- Maintains budget records, tracks expenditures, verifies that funds are available in department budget prior to processing payments
- Prepare/track purchase orders (PO) for Office supplies and materials; trains employees on PO process; works closely with specific departments to place orders; and ensures that purchases are recorded at the time of request and submits these orders for approval to the business office
- Organization of college documentation including policies and procedures, SOPs, minutes, and other essential documentation
- Assists with large-scale events planned in the Dean's Office; including but not limited to corresponding with attendees, monitoring registration, coordinating venue and food services, set-up of facilities
- Must be detail-oriented, able to work under pressure, meet deadlines, prioritize tasks, and demonstrate excellent customer service and interpersonal and communication skills
- Must be able to maintain high levels of confidentiality as they assist with sensitive information for HR and Legal compliance
- Excellent computer skills (Microsoft word, Excel, Outlook, Office 365, Teams, Zoom, Canvas,) and writing skills (Memo's, Letters, Notes, etc.) are expected as well as oversight of college website and social media presence
- Work on CHS related tasks as assigned.
- Prepare accreditation and program review documents as needed
- 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.

#### **QUALIFICATIONS (Minimum)**

- A bachelor's degree in business administration or health sciences related area preferred.
- Three years of experience in supervisory level support or equivalent is required for the supervisory role.
- Experience in higher education preferred.
- Excellent written and oral communication skills.
- Excellent typing and transcribing.

#### **SKILLS / ABILITIES**

- Effectively prioritize and organize multiple tasks to meet established deadlines with excellent attention to detail.
- Analytical and very detail-oriented.
- Work well with diverse population.
- Strong interpersonal, organizational, and oral/written communication skills.
- Ability to direct and organize staff and student employees.
- 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 ability.
- 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

#### **MENTAL DEMANDS**

- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Ability to communicate effectively in written and oral form.
- Ability to take initiative without direct supervision.

#### **WORKING CONDITIONS:**

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard provided if necessary. Adequate parking.

#### **PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. California Northstate University maintains its status as an at-will employer.

#### **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. Cover letter of interest addressing qualifications, experience, and career goals.
2. Current Resume.
3. Unofficial transcripts of all college work (official copies will be requested if offered position).
4. Names, email 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.

***\*Please submit your cover letter, resume, list of references, and any additional information to [hr@cnsu.edu](mailto:hr@cnsu.edu).***

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.



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

\*Due to the high volume of applications, once applied, please refrain from telephone calls, visits, faxes or emails directly. Should you meet the minimum qualifications and are selected for an interview, you will be contacted at that time. We appreciate your interest of employment with California Northstate University!