



California Northstate University, Elk Grove, CA

Job Title:	Coordinator of Academic Affairs
Job Classification:	Administrative, full-time, non-exempt \$23.00-25.00/hr
Closing Date:	Position open until filled
Reporting Responsibility:	Reports directly to the Vice President of Academic Affairs Associate Dean of Medical Education/Dean of Graduate Studies
Benefit:	Per California Northstate University employee benefits
Closing Date:	Position open until filled
Anticipated Start Date:	June 15, 2021

Job Details: This position is responsible for the providing support to the CNU Office of Academic Affairs.

The information provided below is a general description of responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

Responsibilities of the Coordinator of Academic Affairs include, but are not limited to the following:

Job Description:

1. The Coordinator of Academic affairs provides administrative support to the VP of Academic Affairs Associate Dean of Medical Education/Dean of Graduate Studies Administrative. This may include but is not limited to: coordinating academic supporting services offices inside of the CNU Office of Academic Affairs including Registrar Office, Institute of Teaching and Learning (ITLE), Office of Research and Sponsor Programs (ORSP), Office of Continuing Education (CE) and university level academic affairs. It also includes medical education for the College of Medical Education and the College of Graduate Studies activities, maintaining updated documentation, policies and procedures, maintenance of the schedules, obtaining and providing relevant information for scheduled appointments, and travel arrangements, documentation preparation, letter writing, coordinating the preparation of events and large-scale meetings hosted by or involving the VP, purchasing, etc.
2. The incumbent must be detail-oriented, able to work under pressure, meet deadlines, prioritize tasks, and demonstrate excellent customer service and interpersonal and communication skills.



3. The Coordinator of Academic affairs will maintain task assignments and their functions, arrange inter-office communications, meet and greet visitors, direct inquiries to appropriate personnel, schedule, attend, and take minutes for assigned committee meetings, and provide support in assigned project-based work.
4. The incumbent must be able to maintain confidentiality when working with sensitive materials.
5. Excellent computer skills (MS suite), writing skills (Memo's, Letters, Notes, etc.) and power point/multi-media skills are expected.
6. Work on COM related tasks as assigned.
7. Work on Graduate Studies related tasks as assigned.
8. Prepare accreditation documents and assist with WASC and LCME preparation.
9. Compile the documentation for annual academic reports, BOT quarterly academic reports and town hall presentations.
10. 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.

Knowledge and skills: Office practices and procedures; public contact techniques; office equipment operation; advanced data collection and compilation techniques; document formatting techniques; power point creation, 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 master in English or equivalent is required
- Three years of experience in executive level 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



Applicants should submit:

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

EEO STATEMENT

CNUCOM is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of, race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. CNUCOM also encourages applications from women and veterans.

Applications will be reviewed upon receipt. For full consideration, candidates should provide a curriculum vitae with at least three references. All candidates are asked to provide 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.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to HR Department. Review of applicants will begin immediately and will continue until positions are filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer.

Benefits:

- 401(k)
- Health insurance
- Paid time off
- Vision insurance

Work Location:

- Elk Grove, CA

All qualified candidates are encouraged to apply. For inquiries, please contact us by email and/or telephone: (916) 686-7400. Please send application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.