



Executive Assistant to the Dean

California Northstate University College of Dental Medicine

JOB TITLE:	Executive Assistant to the Dean
JOB CLASSIFICATION:	1.0 FTE, Full Time, Non-Exempt, Hourly
EDUCATION:	Bachelor's Degree
REPORTS TO:	Dean, College of Dental Medicine
SALARY:	\$26-\$27/hour
JOB LOCATION:	2200 X St., Sacramento, CA - onsite
WORK HOURS:	Monday through Friday, standard business hours; occasional evenings or weekends for college events

Position Summary

The Executive Assistant to the Dean provides high-level administrative support to the Dean and serves as the central point of coordination for the Dean's Office. The role manages the Dean's calendar, correspondence, and priorities; coordinates meetings, events, and accreditation documentation; and acts as a professional, discreet liaison with faculty, staff, students, university leadership, and external partners.

The ideal candidate is highly organized, anticipates needs, exercises sound judgment with confidential information, and brings a collaborative, service-oriented approach to a fast-paced academic and clinical environment.

Essential Duties and Responsibilities

Executive and calendar support (approximately 35%)

- Manage the Dean's calendar, prioritizing requests and resolving scheduling conflicts.
- Screen and triage incoming calls, emails, and requests; respond on the Dean's behalf when appropriate.
- Draft, edit, and proofread correspondence, memos, reports, and presentations.
- Prepare briefing materials and background documents ahead of meetings.
- Track deadlines, action items, and follow-ups, and keep the Dean informed of upcoming priorities.

Meeting and committee coordination (approximately 20%)

- Schedule and coordinate Executive Council, faculty, and committee meetings.
- Prepare agendas, distribute materials, record minutes, and track action items.
- Coordinate the Dean's participation in university-level meetings, including Board of Trustees reporting.

Accreditation, compliance, and records (approximately 15%)



- Work with the Dean and accreditation team in all aspects of accreditation functions and activities, including collecting, organizing, tracking, analyzing, and presenting data to demonstrate compliance with applicable accreditation and regulatory standards including but not limited to those established by WASC Senior College and University Commission (WSCUC), California Bureau for Private Postsecondary Education (BPPE), and Commission on Dental Accreditation (CODA)
- Maintain organized electronic and paper files for the Dean's Office, including policies and official correspondence.
- Route documents for signature, including to the President's Office, and track their status.
- Collate Student and faculty research activities, publications, grants, and other scholarly activities, as applicable, to demonstrate compliance with accreditation standards related to research and scholarly engagement.

Events and communications (approximately 15%)

- Coordinate college events such as the White Coat Ceremony, Research Day, commencement-related activities, and visiting speakers.
- Assist with internal announcements and external communications on behalf of the Dean's Office.
- Serve as a welcoming first point of contact for visitors, faculty, students, and external partners.

Administrative operations (approximately 15%)

- Arrange travel and process expense reimbursements for the Dean and invited guests.
- Prepare purchase requests, track invoices, and monitor Dean's Office budget expenditures.
- Coordinate onboarding logistics for new faculty and staff in collaboration with Human Resources.
- Support faculty search committees with scheduling, candidate communication, and interview logistics.
- Perform other related duties as assigned.

Required Qualifications

- Bachelor's Degree, or an equivalent combination of education and experience.
- At least 3 years of experience providing administrative support to a senior executive or leader.
- Advanced proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and video conferencing platforms.
- Excellent written and verbal communication skills, with strong proofreading ability.
- Demonstrated ability to handle confidential information with discretion.

Preferred Qualifications

- Bachelor's degree.
- Experience in higher education, health professions education, or a healthcare or dental setting.
- Familiarity with accreditation processes and FERPA requirements.
- Experience coordinating events, committee work, or board-level reporting.



- Experience with Google Workspace, document management systems, or dental practice software (e.g., axiUm).

Knowledge, Skills, and Abilities

- Exceptional organization and time management, with the ability to manage competing priorities and meet deadlines.
- Sound judgment and the ability to work independently and anticipate needs.
- Professional, warm, and collaborative interpersonal style with people at all levels.
- High attention to detail and accuracy.
- Ability to adapt quickly to changing priorities in a fast-paced environment.
- Commitment to confidentiality, integrity, and the mission of the college.

WORKING CONDITIONS

This position operates primarily in an office environment within an academic setting and may include work in clinical or classroom areas. The role involves regular interaction with faculty, staff, students, and external stakeholders, with communication conducted via email, phone, and in person.

PHYSICAL DEMANDS

This position requires prolonged sitting or standing, regular use of a computer, and occasional lifting of materials (typically up to 15–25 pounds). Duties involve basic hand coordination, as well as the ability to communicate effectively and perform tasks requiring visual focus.

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

Please submit your cover letter, resume/CV, list of references, and any additional information to HR Department at hr@cnsu.edu or Rosemary Wu (Rosemary.wu@cnsu.edu)

Review of applicants will begin immediately and will continue until position is filled. All qualified candidates are encouraged to apply. For inquiries, please contact us at: e-mail: hr@cnsu.edu and/or telephone: (916) 686-7300.

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status