



Admissions and Student Services Coordinator – Staff - California Northstate University College of Medicine, Elk Grove, California, USA

Description:

Admissions and Student Services Coordinator, California Northstate University College of Medicine, Elk Grove, CA

Effort:

1.0 FTE, full time, non-exempt

Responsibilities:

- Admissions recruitment and applications review
- Advising on AMCAS application and CNUCOM supplemental application
- Preparation of admissions screening point-system forms for qualified candidates
- Support the Director of Accreditation and Assessment in designing and administering student surveys, creating rubrics for assessment and evaluation (e.g., admissions, student services, outreach, student satisfaction, student progress, etc.)
- Support and implementation of outreach programs
- Communications with health care career counselors in universities and various communities
- Maintain task assignments and meet deadlines
- Support the Deans of Student Affairs, Admissions and Outreach in functions related to admission interviews, orientation, financial aid workshops, white coat ceremony, open house and other campus activities in conjunction with the Office of Student Affairs
- Plan and organize the community services and outreach activities, lead the campus tours for the prospective students and community members.
- Collaborate with other CNU colleges for university events
- Proctor the exams as needed
- Attend and support meetings as assigned
- Other duties as assigned

Qualifications:

- **Preferred:** Bachelor's Degree or higher
- Technical skills: Microsoft Office Suite; online database management, social media
- **Preferred** - experience with AMCAS and WebAdmit
- **Preferred** - Experience and documented accomplishments working in a student services office
- **Preferred** - Experience and documented accomplishments supporting student admissions process

Qualities:



- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence
- Oriented towards student success

Applications will be reviewed upon receipt. For full consideration, candidates should provide 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@cnucom.org. Review of applicants will begin immediately and will continue until positions are filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnucom.org and/or **telephone:** (916) 686-7300.