Executive Administrative Assistant to the Dean, College of Pharmacy, California Northstate University, Elk Grove, CA

Job Classification: Full-time, non-exempt
Benefit: Per California Northstate University employee benefits
Closing Date: Position open until filled
Review of Applications: Reviewed upon receipt
Anticipated Start Date: August 2019
Salary: $23.00/hour

Reporting Responsibility: This position reports to the Dean for College Of Pharmacy

Job Description:

1. The executive administrative assistant provides administrative support to the Dean and the Senior Associate Deans, and other Dean-level and/or faculty positions, as assigned. This may include but is not limited to: 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 Dean, purchasing, building maintenance/repair, telephone services, 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 executive administrative assistant will maintain task assignments and their functions, arrange inter-office communications, meet and greet visitors, direct inquiries to appropriate personnel, schedule, attend, and take a high volume of 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) and writing skills (Memo’s, Letters, Notes, etc.) are expected.
6. 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; 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 equivalent 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

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. Curriculum vitae/resume with at least three references.
2. 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.
3. Transcripts showing date of degree conferral; Unofficial transcripts are okay

*Please email all documents to hr@cnsu.edu with the subject: “Executive Administrative Assistant, Dean of COP”*