



Administrative Assistant– Staff (temporary)- California Northstate University College of Health Sciences (CHS), Rancho Cordova, California, USA

Job Title: Administrative Assistant, College of Health Sciences (CHS)

Job Classification: Full-time, hourly, non-exempt, ***this is a temporary position with a potential opportunity that it may become permanent**

Closing Date: Position open until filled

Anticipated Start Date: June 2017

Reporting Responsibility: Reports directly to the Senior Associate Dean of Academic Affairs and the Assistant Dean of Student Affairs and Admissions.

Job Description:

1. Provides administrative support to the Senior Associate Dean of Academic Affairs and the Assistant Dean of Student Affairs and Admissions.
2. Plans and organizes administrative support activities; supports one or more academic units.
3. Prepares correspondence, including interoffice memoranda and notices to community partners.
4. Arranges programs, events, meetings by scheduling facilities and caterer, prepares notices and invitations, and coordinates speakers.
5. Coordinates with College faculty and staff on administrative and operational matters such as personnel, accounting, purchasing, building maintenance/repair, and telephone services
6. Provides administrative support to CHS committee meetings including creating agendas, taking minutes and preparing computer presentations.
7. Serves as point person to answer questions from visitors and students; assists with registration and assists with running of the CHS Summer Science Camp in cooperation with the coordinator.
8. Assists with admissions processing including: collection and evaluation of student applicant credentials; printing applications; entering data in spreadsheets; filing transcripts and exam results; providing tours to prospective students/families; and, securing signatures on documents.
9. Assists with recruitment activities including: preparing marketing folders; answering questions regarding the College programs over the phone and through email; and, the creation of marketing materials.
10. Other duties and functions as assigned.

Knowledge, Skills, and Abilities:



Knowledge of: Office practices and procedures; public contact techniques; office equipment operation; 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; clerical/technical level accounting and basic budgeting practices; English language usage and grammar

Skill in: The use of computer keyboards, MS Office suite, other software programs as needed for position duties, and peripheral equipment

Required Qualifications:

- A Bachelor's degree or equivalent required Excellent written and oral communication skills
- 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
- Adaptable to the various competing demands
- Actively seeks opportunities and proposes solutions; forward thinker

Desired Qualifications:

- Minimum three years' experience in administrative support
- Experience in higher education

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.

Applicants should submit:

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume that includes month and date of prior experience
- Names, addresses, and telephone numbers of at least three (3) references who can be contacted by the Search Committee and who can speak to a broad range of candidate's professional qualifications

Please send application materials to HR@cnsu.edu . Review of applicants will begin immediately and will continue until position is filled.

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