



Director of Student Affairs, College of Dental Medicine-Staff, California Northstate University, Elk Grove, CA

Job Classification: Full-time, exempt

Closing Date: Position open until filled

Review of Applications: Reviewed upon receipt

Anticipated Start Date: ASAP

Reporting Responsibility: This position will report to CDM's Associate Dean of Admissions, Student Affairs, and DEI.

Job Details: This position is responsible for providing oversight and support to the College of Dental Medicine Student Affairs team. This position works as part of a team in providing prospective and current student support.

Job Description for Director of Student Affairs in the College of Dental Medicine:

- Oversee on boarding of incoming students.
- Coordinate events and logistics for New Student Orientation, White Coat Ceremony, Graduation.
- Work with the Associate Dean of Student Affairs to plan student wellness services and career services
- Prepare training manual, and train faculty, staff, and students on student affairs protocol
- Serve as the primary contact for United States Military personnel, ASDA, ADEA, CDA
- Respond to student inquiries concerning student affairs
- Train new departmental staff
- Participate in activities related to CODA accreditation, including but not limited to report generation, preparation of functional areas in accordance with accreditation standards
- Work with Deans and Accreditation team in all aspects of functions and activities including, but not limited to gathering & presenting data relevant to demonstration of compliance with accreditation standards
- Assist with updating CDM Facebook and CDM LinkedIn social sites
- Update Student Affairs content in CNU Catalog
- Update CDM Student Handbook annually
- Attends relevant conferences as needed



- Prepares reports and proposals
- Performs miscellaneous and other job-related duties as assigned

Minimum Qualifications

- Bachelor's degree; at least 3 years of experience that is directly related to the duties and responsibilities specified.
- Master's degree preferred; at least 1 year of experience that is directly related to the duties and responsibilities specified.

Knowledge, Skills and Abilities Required

- Ability to develop and deliver presentations
- Ability to collaborate and work in a team environment
- Ability to work effectively with diverse populations
- Ability to communicate effectively, both orally and in writing
- Skill in organizing and coordinating
- Ability to use independent judgement and to manage and impart confidential information
- Skill in the configuration and use of Microsoft Office
- Skill in developing and implementing new strategies and procedures
- Ability to plan, implement and evaluate programs, short- and long-term goals
- Ability to gather data, compile information, and prepare reports
- Ability to make administrative/procedural decisions and judgements

Qualities:

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

Pay: \$65,000.00 - \$80,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off



- Professional development assistance
- Vision insurance

Resumes will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume 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/resume, list of references, and any additional information to Pinelopi.xenoudi@cnsu.edu. 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: Pinelopi.xenoudi@cnsu.edu.