



Administrative Assistant - Admissions – 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, non-exempt

Closing Date: Position open until filled

Anticipated Start Date: Immediate

California Northstate University College of Health Sciences is a community of faculty, staff, and students dedicated to the mission of transforming education in the health sciences. We are a team-oriented group interested in supporting a student centered and innovative educational environment and seek individuals interested in excelling at their own immediate responsibilities and contributing to the College and University as a whole.

California Northstate University (CNU) is a private university with the main campus located in Elk Grove, California, approximately 15 miles south of Sacramento. CNU is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). The Elk Grove facility currently houses the College of Pharmacy and the College of Medicine.

The California Northstate University College of Health Sciences (CNUCHS) campus is located at 2910 Prospect Park Drive, Rancho Cordova, CA 95670. We offer a traditional Bachelor of Science in Health Sciences degree in addition to accelerated undergraduate and post-baccalaureate programs. The CNUCHS curriculum is designed to provide excellent academic preparation for careers in the biomedical professions.

Responsibilities:

Application Processing and Review:

- Download and review applications from CNU undergraduate and postbaccalaureate application portals.
- Ensure all documents are submitted and reviewed for accuracy and completeness for the Admission Committee.
- Enter applicant data into computer databases (including CAMS Document tracking), update records, maintain information, and track and follow up on incomplete applications.
- Communicate application status to applicants and parents.
- Prepare application materials, including summaries of overall GPAs and Science GPAs, for the Admissions Committee's review.
- Evaluate and review high school and/or college transcripts.



- Send out admission decision letters and admissions packets to applicants after consulting with the Coordinator.
- Adhere to FERPA regulations and maintain the confidentiality of student records and information.
- Assist in analyzing admissions data and trends, generate reports, and provide insights to support decision-making processes.

Communication with Prospective Applicants:

- Provide excellent customer service to prospective students, current students, parents, and other stakeholders.
- Respond to telephone, email, and online/social media outreach inquiries from prospects or direct the prospects to the appropriate CNU offices (i.e. Financial Aid, Academic Advising, Student Life, other CNU Colleges, etc.).
- Answer questions from prospective students and parents regarding CNU Undergraduate and Postbaccalaureate applications.
- Communicate with healthcare career counselors in universities and community colleges.

Student Recruitment and Retention:

- Assist in providing on campus or virtual tours for prospective students and parents.
- Organize, maintain, prepare, and distribute resource materials for student outreach and enrollment programs.
- Support Student Affairs, Academic Advising, and Admissions teams in admission workshops, new student orientation, onboarding workshops, open house events, and other in-person, on/off campus, or virtual events
- Contribute to the comprehensive enrollment management plan in collaboration with the Admissions outreach teams.
- Support the preparation and updating of Enrollment Agreements before final copies are sent to university offices.
- Work collaboratively with university offices to ensure seamless enrollment and admissions processes for admitted students.

Administrative Support:

- Prepare and present weekly admission reports and other admission-related materials to CNU Undergraduate administration.
- Attend and support meetings, including taking minutes and sharing through SharePoint files as assigned (e.g., committee meetings, admissions meetings, onboarding meetings, orientation meetings).
- Prepare reports and proposals and respond to inquiries from students and outside agencies.
- Create and maintain a record-keeping system for applications and supporting materials.



- Support and guide the packaging and distribution of CHS resource material for student recruitment and retention programs.
- Maintain, edit, and adjust Admissions calendar and email communication timeline; create reminders of due dates and timelines.
- Assist in organizing and coordinating events such as orientation sessions, open houses, and other admissions-related events.
- Engage in ongoing professional development and stay updated with the latest trends and best practices in college admissions and student recruitment.
- Perform other administrative and miscellaneous job-related duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of: 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; personnel, payroll and purchasing procedures; clerical/technical level accounting and basic budgeting practices; English usage and grammar

Skill in: Transcribing recordings, the use of computer keyboards, MS Office suite particularly strong Excel skills, DocuSign experience, and other software programs as needed for position duties, and peripheral equipment

Qualifications:

- A Bachelor's degree or equivalent required, and minimum three years' experience in administrative support preferred
- Experience in higher education preferred
- Excellent written and oral communication skills
- Strong organizational skills to perform and prioritize multiple tasks easily
- 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 while maintaining professionalism
- Actively seeks opportunities and proposes solutions; forward thinker

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
- 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 note that while the main campus for California Northstate University is located in Elk Grove, CA, this position is located at California Northstate University, College of Health Sciences, in Rancho Cordova, CA.

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