



Academic and Progression Coordinator Office of Academic and Career Advising California Northstate University | College of Medicine

Job Title: Academic and Progression Coordinator
Supervisor: Associate Dean of Academic and Career Advising
Employment: 1.0 FTE Full-time, Non-Exempt
Salary Range: \$28-38.00/Hour
Location: Elk Grove Campus | 9700 W Taron Drive, Elk Grove, CA 95757

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POSITION SUMMARY

The Academic and Progression Coordinator provides guidance and support to medical students throughout their academic journey. This team member will work closely with faculty and leadership to develop student individualized academic plans, monitor academic progress, and help students navigate the academic challenges of medical school. The counselor will also provide students with information about resources to support academic progress.

The Academic and Progression Coordinator must be knowledgeable of the College of Medicine curriculum and will work with Phase A and B Course Directors and leadership to develop a student's academic plan when necessary.

Essential Functions:

- Maintain current knowledge and historical records on the standards for accreditation, university policies, and college policies regarding academic counseling and academic progressions.
- Meet with students one-on-one to discuss academic progress.
- Conduct thorough evaluations of academic progression data to assess student's graduation requirement.
- Maintain records of CNUCOM student's Comprehensive Basic Science Exam (CBSE), USMLE (United States Medical Licensing Examination) Step 1, Comprehensive Clinical Science Exam (CCSE) and USMLE Step 2 scores.
- Develop and implement individualized academic plans for each student.
- Monitor and audit student academic progress and identify students who are at risk of academic failure.
- Refer students to appropriate resources, such as tutoring and counseling services.
- Support to students to navigate the medical school curriculum and policies.
- Provide information about residency programs and the residency application process.

- Administrative support to meetings and committees, including but not limited to minutes and documentation of committee decisions, follow up on key action items, and notification to students regarding the outcome of review.
- Maintain accurate and confidential records of student counseling sessions.
- Provide support to the Assistant Dean for research including mini-grants applications and SDSSP research day.
- Provide administrative support to the Chair of the Basic Science Department.
- Submit Purchase Orders and assist with departmental events.
- Work with the Dean 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.
- Collate student and faculty research activities, publications, grants, and other research activities relevant to demonstrate student & faculty research of the accreditation standards.
- Proctor student exams as needed.
- Stay up to date on changes in medical education and healthcare.
- Other duties and functions as assigned.

Minimum Qualifications

Education Required: Bachelor's degree required; Master's degree preferred.

Experience Required: Minimum 2 years of experience in academic advising/academic counseling, preferably in a healthcare or higher education setting.

Knowledge, Skills, Abilities:

- Strong knowledge of medical school curriculum and requirements.
- Experience working with medical and/or professional graduate students.
- Familiarity with the residency application process.
- Sensitive to highly confidential information to maintain strict confidentiality
- Ability to effectively communicate with a diverse range of students, faculty, staff, and administrators.
- Active listening skills to understand and address students' academic concerns and goals.
- Strong interpersonal skills and the ability to build rapport with students.
- Empathy and understanding to support students through academic challenges and transitions.
- Proficiency with Microsoft Office Suite.
- Ability to mediate conflict with grace and humility.
- Ability to work independently and with little supervision.

- Ability to work in a team environment, managing multiple projects, deadlines, and engaging with various stakeholders.

Supervisory Responsibilities:

None

Contacts:

Students, parents, alumni, general public, faculty, staff, administrators.

Physical Demands:

This position requires the employee to perform work at a computer, potentially for extended periods of time. This role requires the ability to move/manipulate supplies and equipment of various weights (up to 25lbs). This position may involve prolonged periods of standing, and some tasks may require fine motor skills and hand-eye coordination. Persons employed in this position must be able to hear and speak to exchange information in person or on the telephone. Employees must possess dexterity of hands and fingers to operate a computer keyboard as well as to prepare documents and reports, and possess visual acuity to read, write, and view a computer monitor.

Working Environment:

Office/school/university environment. Work occasional flexible schedule including evenings, weekends, and work overtime as the need arises.

Equal Opportunity Employer Statement

California Northstate University is an equal opportunity employer (EEO) to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, cannabis use, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), Family Care and Medical Leave (CFRA) related to serious health condition of employee or family member, child bonding, or military exigencies, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), participation in an EEO protected activity, pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, reproductive loss leave, sex/gender, and sexual orientation.