



Accreditation and Media Specialist California Northstate University | College of Medicine

Title: Accreditation and Media Specialist
Classification: 1.0 Full-time, Non-exempt
Reports to: Senior Director of Education
Education: Bachelor's Degree
Salary: \$28-38.00/Hour
Location: Elk Grove Campus | 9700 W Taron Dr, Elk Grove, CA 95757

JOB SUMMARY

The Accreditation and Media Specialist serves a key role in supporting the accreditation, regulatory compliance, strategic planning, continuous quality improvement of California Northstate University College of Medicine, and additionally implements and executes media communication programs. They create a wide range of communications using digital, written, visual, and electronic formats within the Office of Medical Education and in collaboration with the Dean's Office.

This team member excels in writing, editing, strategic communication planning, and organizational skills. They thrive in a team environment, managing multiple projects, deadlines, and engaging with various stakeholders. Responsibilities include updating the Medical College's website, social media platforms, internal communications, newsletters, and alumni outreach. They also collaborate with student-facing offices to ensure effective communication protocols.

Additionally, this position works closely with college leadership to gather and analyze data for accreditation purposes and supports regulatory compliance efforts.

RESPONSIBILITIES:

- Develops and implements communications (such as new services, and internal communication) for the College of Medicine.
- Work closely with the Dean's Office, and various College of Medicine departments to ensure cohesive messaging and collaboration on communication projects.
- Develop diverse communication material and college collateral, including but not limited to newsletters, press releases, reports, and presentations, adhering to established brand guidelines and communication standards.
- Maintains regular communication and programming between the Alumni Association Members and the College of Medicine Leadership. Provides opportunities for alumni participation and engagement such as through events, services, and benefits.
- Supports the Office of the Dean with matters of accreditation and regulatory compliance, including but not limited to aggregating data, analyzing data for insights, and improving processes for standard operating procedures.
- Manage multiple projects simultaneously, ensuring deadlines are met and projects are executed efficiently.



- Manage internal communications within the College of Medicine, collaborating with the Office of Student Affairs and Office of Academic and Career Advising.
- Provides administrative support for the Office of Medical Education.
- Assist with College of Medicine events.
- Proctor student exams when needed.
- Other duties and functions as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in marketing or equivalent work experience in communication, journalism, or related field
- A minimum of 3 years of experience developing, creating, writing, editing, and disseminating content across a wide variety of internal and external communications channels to diverse audiences
- Excellent editing and proofreading skills and attention to detail
- Demonstrated experience with digital content management systems and other web technologies.
- Proficiency with Microsoft Office Suite
- Exceptional interpersonal communication and client service skills to successfully collaborate with a variety of constituents at all levels of the organization.
- Proven aptitude and experience performing in a fast-paced environment with evolving priorities, deadlines, and goals.

PREFERRED QUALIFICATIONS:

- Experience developing internal constituent newsletters and measuring their effectiveness.
- Experience working in executive offices responsible for matters of accreditation and compliance.
- Experience working in a setting of medical education at UME or GME level.
- Experience working in an office or directly supporting executive and senior leadership.

Interested applicants: please follow the below link to our Indeed employer page. Select 'jobs' and follow steps to submit an application.

[CNU Jobs on Indeed](#)

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.