



# Admissions and Student Services Coordinator – Staff - California Northstate University College of Medicine, Elk Grove, California, USA

## Description:

**Admissions and Student Services Coordinator**, California Northstate University College of Medicine, Elk Grove, CA

## Effort:

1.0 FTE, full time, non-exempt, \$28.00-\$33.00/hour

## Responsibilities:

- Support the admissions cycle from applications review to student orientation.
- Support and advise perspective students on AMCAS primary application and CNUCOM supplemental application, ensuring answering their questions in a timely manner.
- Review applications for prerequisite courses and Letter of Recommendation requirements.
- Coordinate Interview Days to ensure a smooth process.
- Attend Admissions Committee meetings, and support the meetings as needed, such as prepare and present the Admissions Screeners, and take meeting minutes.
- Maintain accurate records of prospective students within the admissions tracking system.
- Support the Director of Admissions on collecting data through the admissions and offer process.
- Support efforts to comply with and maintain accreditation standards as needed, such as following Admissions protocols, gathering and presenting relevant data, and communications to applicants and candidates.
- Support the Assistant Dean of Student Affairs and Admissions in functions related to Student Affairs events, orientation, white coat ceremony, CNU open house, commencement, and other campus activities with the Office of Student Affairs.
- Lead the campus tours for the prospective students and community members, and support community service and outreach activities.
- Ensure timely completion of assigned tasks and meet deadlines consistently.
- Provide proctoring support for exams as needed.
- Other duties as assigned.

## Qualifications:

- Bachelor's Degree
- Technical skills: Microsoft Office Suite; online database management, Zoom, DocuSign, social media



- **Preferred** - Experience with AMCAS and WebAdmit
- **Preferred** - Experience and documented accomplishments working in an admissions and student services office

**Qualities:**

- Exceptional interpersonal communication skills (e.g., with perspective students, students, faculty, etc.)
- Strong customer/applicant/student focus
- Attention to details
- Trustworthy to handle confidential application information
- Excellent teamwork skills
- Commitment to professional excellence
- Oriented towards student success

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae 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, list of references, and any additional information to [hr@cnsu.edu](mailto:hr@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:** [hr@cnsu.edu](mailto:hr@cnsu.edu) and/or **telephone:** (916) 686-7300.