



## **Director of Student Affairs, Admissions and Outreach Staff – California Northstate University College of Dental Medicine Elk Grove, CA, Campus**

**Job Classification:** 1.0 FTE, full-time, exempt

**Reporting Responsibility:** Under the supervision of the Associate Dean of Student Affairs and Admissions in the College of Dental Medicine, the Assistant Director will coordinate the daily operations and functions within the Department to ensure tasks are completed. Functions of the position will also include coordination with College of Health Sciences, College of Pharmacy and College of Medicine in student recruitment activities on-and-off campus, with occasional evening and weekend events.

### **Responsibilities:**

- Work with Admission Committee Chair and Associate Dean to develop candidate interview format
- Coordinate logistics for Candidate Interview Day, New Student Orientation, White Coat Ceremony, and CNU Open House events
- Prepare training manual, and train faculty, staff, and students on candidate interviewer format/protocol
- Serve as the primary contact for United States Military personnel
- Train new departmental staff
- Webadmit set up
- Meticulously track admission application data, from application through matriculation via Webadmit.
- Ensure CDM diversity priorities for student recruitment are monitored and met
- Communicate with applicants on Admission Committee acceptance decisions
- Participate in activities related to accreditation, including but not limited to report generation, preparation of functional areas in accordance with accreditation standards
- Participate in community outreach events
- Update the Admissions content and requirements on the website annually
- Update Admissions content in CNU Catalog
- Update CDM Student Handbook annually
- Update the Admissions Operations Manual annually
- Update the Webadmit/ ADEA online profile annually
- Attends relevant regional conferences as needed.
- Prepares reports and proposals
- Performs miscellaneous and other job-related duties as assigned.
- Work with the Associate Dean of Student Affairs to plan student wellness services, career services and tutoring services.

### **Minimum Qualifications**

- 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

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](mailto: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](mailto:pinelopi.xenoudi@cnsu.edu)