



CALIFORNIA  
NORTHSTATE  
UNIVERSITY

## **Administrative Assistant California Northstate University, College of Dental Medicine, Elk Grove, California, USA**

<b>POSITION TITLE:</b>	Administrative Assistant,  Office of Research and Community Engagement
<b>REPORTS TO:</b>	Associate Dean for Research and Community Engagement
<b>WORK SCHEDULE:</b>	Monday – Friday, Normal Business Hours full time, non-exempt, \$25/hr
<b>CLOSING DATE:</b>	Open until filled

### **Primary Purpose**

Reporting to the Associate Dean of Research and Community Engagement, this position will coordinate and administer several areas and activities within the College of Dental Medicine (CDM) Office of Research and Community Engagement. These activities include:

- Under the supervision of the Associate Dean of Research and Community Engagement, track and collate the research activities of faculty and students such as publications and grants.
- Working with the Director of Community rotations, coordinate dental student rotations to community sites.
- Support the CDM community outreach activities.
- Act as liaison for CDM with the CNU Director of Continuing Education to plan, implement, and track CDM continuing education programs.
- Support CDM preparation for accreditation, including reports and activities.
- Administrate, organize and support all activities of the Office of Research and Community Engagement such as purchase orders and reimbursements through the university business office.
- And other duties as agreed to from time to time.

### **ESSENTIAL FUNCTIONS:**

- Work collaboratively in a fast-paced environment that will require strong communication, problem-solving and organizational skills. Discretion and maturity are essential to maintaining confidentiality.
- Be aware of the University values by which we will all align: WE CARE ( <http://www.cnsu.edu/> )
- Must be accomplished in utilizing and linking the following software programs: Microsoft Office and Adobe PDF; Must develop and maintain excellent skills in utilizing all teaching, learning and student community rotation tracking software (example: Examsoft, Evaluate, Canvas, CORE Elms and the electronic health record Axium). Must be self-motivated in the pursuit of continued development in software use.
- Must have the skills to set up, manage and maintain data collection for accreditation purposes. This will include handling of sensitive data for privacy.
- Track income, expenses, prepare invoices, prepare reports, and perform other activities related to funded

projects within CDM.

- Take and collect minutes and develop reports.
- Must be able to apply regulations, by-laws, protocols and guidelines to all processes; must develop a deep understanding of HIPAA and FERPA regulations, as well as Credentialing requirements for Predoctoral dental programs ( <https://www.ada.org/en/coda> ) and WASC accreditation.
- Directing phone calls and emails to the appropriate person/s. Scheduling appointments to maximize time. Setting up conference calls for multiple purposes and sizes. Plan and prepare for large in-person meetings and conferences, including room scheduling, food/refreshments.
- Basic financial analysis and reporting skills (can be developed).

**MINIMUM QUALIFICATIONS:**

High School diploma, Associate degree preferred.

**EXPERIENCE:**

- Proficiency in utilizing Microsoft Word, Excel and other databases.
- Ability to independently prioritize requests.
- Must be organized, efficient, self-motivated and have a commitment to working in a fast paced, collaborative environment.
- At least 1 year relevant experience preferred.

Applications will be reviewed upon receipt. Candidates must provide a resume and letter of interest with at least three references. Candidates must articulate 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, resume/CV, list of references, and any additional information to [CDM.Jobs@cnsu.edu](mailto:CDM.Jobs@cnsu.edu) . Review of applicants will begin immediately and will continue until the position is filled.

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