



Academic and Progression Specialist - OME
Office of Academic and Career Advising
California Northstate University | College of Medicine
Elk Grove, California

Job Title: Academic and Progression Specialist
Supervisor: Senior Director of Medical Education; Indirect: Assistant/Associate Dean of Medical Education
Employment: 1.0 FTE Full-time, Non-Exempt
Salary Range: \$31-36.00/Hour
Location: Elk Grove Campus | 9700 W Taron Drive, Elk Grove, CA 95757

POSITION SUMMARY

The Academic and Progression Specialist will monitor student progression through medical school and notify relevant administrators of at-risk students. The Specialist is available to meet individually with students at all levels of medical education to help them assess academic needs and develop and implement individualized learning plans. Individual student support efforts will address a variety of needs. It is critical that successful hire collaborate and interact positively with staff, students, and faculty across several departments and be a liaison between offices as needed.

Essential Functions:

- Serve as an Academic Counselor to help students develop effective studying, learning, test-taking, and time organization strategies that maximize their academic success.
- Track each student's academic progression and course/Step/shelf exam outcomes.
- Oversee the Academic Alert System, including providing intervention, academic plans, and support to at-risk students, when necessary, with support from all relevant departments.
- Oversee the Peer Tutoring Program, including recruiting new Peer Tutors, matching Tutors to students, collecting and maintaining Tutor timesheets and other relevant forms, and confirming accurate record of hours worked for each Tutor.
- Meet on a regular basis with Academic Advisors and College Mentors, to determine which students may need additional support, and which advisor/mentor strategies may be especially beneficial for students.
- Informally assess students to identify those who have learning differences.
- Track students are entitled to testing accommodations, and assist the COM Lead Proctor in implementation.
- Evaluate curriculum planning, individual lessons, and teaching methods, and provide recommendations for improvements to supervisor(s) and relevant faculty.
- Work with relevant departments to coordinate and implement academic primer or refresher programs for students.
- Maintain updated knowledge of current developments in teaching methods and educational psychology.
- Maintain updated knowledge of useful academic resources for students, such as text and reference books, multiple choice questions, third party resources, and related study aids.



- Maintain detailed records of student interactions, including student meetings with their Academic Advisors.
- Gather, report, monitor, and assess data on student academic progress (such as USMLE Step Exam pass rates, graduation rates, and Match rates)
- Proctor student exams as needed
- Attend and support departmental and other meetings assigned.
- Maintain records and communication for student tutors and teaching assistants.
- Other duties as assigned.

Qualifications:

- **Required:**
 - Bachelor's Degree
 - 1+ year experience and documented accomplishments working in academic services
 - 1+ year experience and documented accomplishments supporting student academic progress
 - Technical skills: Microsoft Office Suite; online database management
- **Preferred:**
 - Master's Degree
 - 2+ years' experience and documented accomplishments working in academic services
 - 2+ years' experience and documented accomplishments supporting student academic progress
 - 1+ years' experience as an educator
 - Demonstrated experience working with students with language barriers, disabled students, and students with low basic skills and/or low self-esteem.

Knowledge, Skills, Requirements:

- Considerable knowledge of different learning styles and strategies.
- Considerable knowledge of curriculum content for professional/technical programs.
- Knowledge of available academic resources.
- Knowledge of assessment, testing, and the interpretation and application of test results.
- Skill in operating a computer and various supporting software packages.
- Ability to work with culturally diverse populations.
- Ability to effectively communicate in oral and written forms.
- Ability to build supportive, trusting relationships with students.
- Ability to work effectively with students, teachers, parents, and school administration.
- Experience in an educational environment working with students in small groups or individually.

Qualities:

- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence
- Focused on student success



- Solution-oriented

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references, and 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 hr@cnsu.edu. Review of applicants will begin immediately and will continue until positions are filled.

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.