



Administrative Coordinator, Faculty Affairs

Office of Faculty Affairs | College of Medicine, California Northstate University

Title:	Administrative Coordinator, Faculty Affairs
Classification:	Full-time, Non-Exempt
Supervisor:	Assistant Dean of Faculty Affairs
Education:	Associate's - Bachelor's degree
Salary:	\$28 - \$33 / hour
Location:	Elk Grove Campus 9700 W Taron Dr, Elk Grove, CA 95757

JOB SUMMARY

Reporting to the Dean of Faculty Affairs, the Administrative Coordinator serves as the primary administrative contact and support for the College of Medicine's Faculty Affairs Office. Key responsibilities include but are not limited to committee support, project coordination, data collection, records maintenance, purchase orders, reimbursements, and communicating on behalf of the office to the faculty community.

The administrator will coordinate faculty projects involving faculty development programming, mentorship, furthering education opportunities, promotion applications, and governance committees. The incumbent will regularly interface with and support leadership of other departments and committees, such as the Faculty Rank and Promotion Committee, the Department of Basic Science, the Department of Clinical Science, Department of Clinical Education, Faculty Assembly, Faculty Executive Committee, and the Office of the Dean. Additionally, the Administrative Coordinator will ensure the collection and availability of accurate historical data for faculty appointments, workloads, classifications, and committee terms for subsequent analysis and reporting.

The role also involves developing and maintaining a high-level understanding of relevant regulatory and basic compliance requirements related to the College of Medicine's faculty programming. This knowledge will be applied appropriately in documentation, data collection, data maintenance, and reporting. Furthermore, the Administrative Coordinator will provide support to senior leadership in identifying issues of non-compliance, inconsistency, and inefficiency, providing input and recommendations to improve organizational practices and processes.

RESPONSIBILITIES

- **Records Maintenance:** Maintain historical records and file retention systems for the Office of Faculty Affairs, Faculty Rank and Promotion Committee, Faculty Executive Committee, Faculty Assembly, and pertinent ad hoc or subcommittees. Documentation may include meeting minutes, agendas, policies, handbooks, faculty data, committee voting records, promotion applications, faculty evaluations, event programming, and compliance documents.
- **Administrative Support:** Serve as the primary administrative support to the Office of Faculty Affairs, Faculty Rank and Promotion Committee, Faculty Executive Committee, Faculty Assembly, and pertinent ad hoc or subcommittees. Example responsibilities include responding to inquiries from college or university representatives, escalating and redirecting requests to appropriate departments, organizing meetings, drafting meeting minutes and agendas, developing presentation material, and updating faculty leadership on the progression of action items.



- **Communication Drafting:** Prepare initial drafts of faculty-wide communications for review and approval by supervisors.
- **Data Aggregation and Tracking:**
 - Rank and Promotion Committee: Ensure faculty ranking requests are completed, results documented, and outcomes readily retrievable.
 - Chair of the Faculty Executive Committee and Faculty Assembly: Maintains a record of historical votes, reviews, approvals, governance nominations, governance elections, vacant standing committee positions, and expiring standing committee positions. Maintain an up-to-date roster of all members of standing committees, including voting members, ex-officio members, and student representatives. Maintain an up-to-date contact distribution list for voting members of the Faculty Assembly.
 - Dean of Faculty Affairs: Collaborate with the chairs of the faculty departments (Basic Science, Clinical Science, Clinical Education) to host a centralized database of all active and retired faculty with their respective classifications and workloads. Support the staff of the Clinical Education Department with the tracking of external clinical faculty.
- **Data Requests and Reporting:** Support senior leadership with faculty reporting and data requests, such as with the annual reporting of faculty numbers, classifications, and workloads.
- **Project and Programming Coordination:** Coordinate event set-up and presentation materials for the quarterly Faculty Assembly meetings which involve the convening of the entirety of COM faculty. Support the organization of faculty development and continuing education opportunities. Track attendance, log participation, and distribute necessary certificates.
- **Analytical Comprehension:** Maintain up-to-date knowledge on different faculty classifications, promotion processes, faculty evaluation documents, and governance infrastructure. Understand key documents such as Faculty Handbooks, Governance Bylaws, and the Scope and Charge of Committees.
- **Faculty Resource:** Serve as a contact for faculty, directing them to the appropriate resource for promotions, handbooks, committee terms, and appointments. Update faculty on their respective committee term appointments, durations, and expirations. Serve as a contact for receiving committee nominations for standing committees. Notify faculty of election outcomes for committee positions.
- **Regulatory Compliance:** Develop and demonstrate a high-level understanding of relevant regulatory and compliance requirements as they pertain to data collection, organizational documentation, and reporting, ensuring appropriate application in all related activities.
- Ensure webpages and media specific to the offices are up-to-date.
- Participates in exam proctoring and student event support as needed.

KNOWLEDGE AND SKILLS (REQUIRED)

- **Analytical Abilities:** Strong conceptual and analytical skills with the capacity to solve complex problems by developing actionable recommendations.
- **Interpersonal Skills:** Ability to engage others in a positive and supportive manner, navigating interdepartmental issues with diplomacy, tact, respect, and compassion.



- **Technical Proficiency:** Proficiency in data collection, preparation, and maintenance. Possesses the technical writing skill to produce document drafts and develop recommendations for revisions.
- **Confidentiality:** Sensitivity to highly confidential information, maintaining strict confidentiality within senior leadership offices.
- **Organizational Skills:** Excellent organizational skills with the ability to work amid frequent interruptions; independently establish priorities, anticipate job requirements, and organize workflow to achieve timely progress on multiple concurrent projects.

EDUCATION AND EXPERIENCE (REQUIRED)

- Strong proficiency with Microsoft Office Suite.
- Associate's Degree and 2 years of relevant experience working in an administrative capacity, supporting faculty of an institution of higher education.

PREFERRED QUALIFICATIONS

- Experience working in a setting of medical education at UME or GME level.
- Experience working in a setting of higher education administration.
- Experience working in an office or directly supporting executive and senior leadership.
- Knowledge and/or experience with supporting faculty in an institution of higher education.
- Knowledge and/or experience with committee support and faculty governance structures.

Interested applicants may follow the below link to our Indeed employer page or apply on the university website. CNU Jobs on [Indeed](#). CNU Jobs on [website](#).

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.