



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

## Description:

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

## Effort:

1.0 FTE, full time, non-exempt, \$22.00/hr

## Responsibilities:

- Admissions recruitment and applications review
- Advising on AMCAS application and CNUCOM supplemental application
- Preparation of admissions screening point-system forms for qualified candidates
- Support the preparation of admission and student affairs policies and their implementation
- Support and implementation of outreach programs
- Communications with health care career counselors in universities and various communities
- Maintain task assignments and meet deadlines
- Support Assistant/Associate Deans and Director(s) in Admissions, Student Affairs, Admissions and Outreach in functions related to admission interviews, orientation, financial aid workshops, white coat ceremony, open house and other campus activities in conjunction with the Office of Admissions and Student Affairs
- Coordinate Peer Tutoring, Step 1 and Step 2 registration, Kaplan courses and assessments
- Collaborate with other CNU colleges for university events
- Proctor the exams as needed
- Attend and support outreach events and meetings as assigned
- Other duties as assigned

## Qualifications:

- **Required:** Bachelor's Degree or higher
- Technical skills: Microsoft Office Suite; online database management, social media
- **Preferred** - experience with AMCAS and WebAdmit
- **Preferred** - Experience working in a student services office
- **Preferred** - Experience supporting student admissions process

## Qualities:

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



Applications will be reviewed upon receipt. For full consideration, candidates should provide a 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, resume, 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)