



**Executive Administrative Assistant
Office of the Dean
College of Pharmacy, California Northstate University, Elk Grove, CA**

Job Classification: Staff, Non-exempt, 1.0 FTE

Status: Full time

Location: Elk Grove

Education: Bachelor's degree or higher

Report to: Dean, College of Pharmacy (COP)

Supervisor Responsibility: None

Benefits: Per California Northstate University employee benefits

Job Description: The Executive Administrative Assistant (EA) provides administrative support to the Dean and the Assistant Deans, other Dean-level and/or faculty positions, and the human resources manager, as assigned. This may include but is not limited to: maintenance of the schedules, obtaining and providing relevant information for scheduled appointments, and travel arrangements, documentation preparation, letter writing, coordinating the preparation of events and large-scale meetings hosted by or involving the Dean, purchasing, building maintenance/repair, telephone services, recruitments, onboarding and off boarding, etc.

Responsibilities:

- The incumbent must be detail-oriented, able to work under pressure, meet deadlines, prioritize tasks, and demonstrate excellent customer service and interpersonal and communication skills.
- The Executive Administrative Assistant will maintain task assignments and their functions, arrange inter-office communications, meet and greet visitors, direct inquiries to appropriate personnel, schedule, attend, and take a high volume of minutes for assigned committee meetings, and provide support in assigned project-based work.
- The incumbent must be able to maintain confidentiality when working with sensitive materials.
- Excellent computer skills (Outlook, Office 365, Teams, Zoom, Canvas, Examsoft) and writing skills (Memo's, Letters, Notes, etc.) are expected.
- The Executive Administrative Assistant to the Dean must maintain high levels of confidentiality as they assist with sensitive information for HR and Legal compliance.
- Work with Dean and Accreditation team in all aspects of functions and activities including, but not limited to gathering & presenting data relevant to demonstration of compliance with accreditation standards.
- Collate Student and faculty research activities, publications, grants, and other research activities relevant to demonstrate student & faculty research of the accreditation standards.
- Other duties as assigned



Knowledge and skills:

- Office practices and procedures; public contact techniques; office equipment operation; advanced data collection and compilation techniques; document formatting techniques; standard office automation software; automated and manual records management practices; clerical work methods review and measurement techniques; purchasing procedures; English usage and grammar

Minimum Job Requirements:

- Bachelor's degree or equivalent required
- Three years of experience in executive level support preferred
- Experience in higher education preferred
- Excellent written and oral communication skills
- Excellent typing and transcribing
- Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail
- Excellent interpersonal skills and the ability to successfully interact with faculty, staff, and students at California Northstate University and the community
- Ability to problem-solve with strong decision-making capability
- Demonstrated ability to work effectively in teams as well as independently
- Proven ability to handle confidential information with discretion
- Demonstrated ability to achieve high performance goals and meet deadlines
- Actively seeks opportunities and proposes solutions; forward thinker; Adaptable to the various competing demands/priorities

Applicants should submit:

- Cover letter of interest that addresses qualifications, experience, and career goals (please include your reason of interest in working at California Northstate University)
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

Please send application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.

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