



Administrative Assistant

POSITION TITLE:	Administrative Assistant
REPORTS TO:	CAS department chair
WORK SCHEDULE:	1.0 FTE, full time, non-exempt
LOCATION:	Elk Grove, CA - onsite
SALARY:	\$23 per hour

POSITION SUMMARY

The administrative assistant for the CAS Department will provide assistance to the faculty of Clinical and Administrative Sciences, Experiential Education Departments, and work with other staff members within the University to provide a high-quality educational experience to students, faculty and preceptors within the community.

ESSENTIAL FUNCTIONS

- Support faculty on academic related tasks such as grading, proctoring, entering academic data on relevant databases.
- Maintain and monitor supplies for staff, faculty, and classrooms.
- Support the Department Chair(s) in all department-related activities
- Prepare minutes for the Departmental Meetings
- Maintain and manage data entry on department share folder
- Support faculty recruitment processes by scheduling onsite visits and coordinating with all outside vendors
- Calendaring and planning the key dates, monitoring, and ensuring appropriate site-specific student compliance is satisfied for experiential education experiences.
- Assist coordinators with planning, implementation, and hosting of preceptor events/programs implemented by the Experiential Education Department.
- Provide administrative support to the Chair(s) and Directors of CAS/EE in areas including, but not limited to, student scheduling, and working with preceptors to efficiently enhance student experiences in experiential education.
- Assists sites and preceptor with a variety of requests by responding to incoming communication, including assessing site and preceptor needs, resolving routine program challenges, and routing unresolved issues as appropriate.

- Assist in the management of the Experiential Education Program including, but not limited to; coordinating the Experiential Education Program portion of new student orientation and Coordinating Preceptor events.
- Assists with the ongoing development and maintenance of the experiential education program's handbooks, syllabi, and evaluations.
- Maintain a record of all departmental expenditures
- Serve on College and University wide committees
- Provides support to department: staff, faculty, and administrators as needed.
- Serve on a variety of College or University level committees as assigned by the Chair(s) of CAS/EE.
- Participates in accreditation and regulatory processes, as appropriate.
- Performs other related duties and functions as may be assigned by the College of Pharmacy administration.
- 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.

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's degree or higher

MINIMUM SKILLS AND ABILITIES

- Excellent written and oral communication skills
- Excellent attention to detail
- Excellent interpersonal skills and the ability to successfully interact with faculty, staff, and students
- Strong organizational skills to perform and prioritize multiple tasks easily
- Ability to problem-solve with strong decision-making capabilities
- 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
- Adaptable to the various competing demands with maintaining professionalism
- Actively seeks opportunities and proposes solutions

PREFERRED QUALIFICATIONS

- Science Bachelor's Degree
- At least 1 year of administrative experience.

WORKING CONDITIONS

Working conditions for this role include a primary location located in an office environment, within an academic setting. The work environment may include business offices, lecture halls, research laboratories, clinical settings, and conference rooms

- Interpersonal Relationships
 - Medium level of social contact. This position may work with customers, other accountants and auditors, and office staff.
- Communicate via e-mail, telephone, and face-to-face discussions are required.

PHYSICAL DEMANDS

This position may involve prolonged periods of standing or sitting during. Some tasks may require fine motor skills and hand-eye coordination. Persons employed in this position must be able to hear and speak to exchange information in person or on the telephone. Employees must possess dexterity of hands and fingers to operate a computer keyboard and prepare documents and reports, as well as possess visual acuity to read, write, and view a computer monitor.

HOW TO APPLY

Click [here](#) to apply.

Interested applicants: please follow the above link to our Indeed employer page. Select 'jobs' and follow steps to submit an application.

Equal Opportunity Employer Statement

California Northstate University is an equal opportunity employer 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.

I _____ have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

Employee Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____