



## Executive Assistant to the Dean

**SUPERVISOR:** Dean of the College of Psychology  
**EFFORT:** 1.0 FTE, Full Time, Exempt  
**EDUCATION:** Bachelor's degree or higher

The College of Psychology is looking for an Executive Assistant to work directly under the Dean and provide support to our administration and faculty. The Executive Assistant must have excellent interpersonal, communication, and organizational skills, and the ability to work at high levels of confidentiality and discretion.

California Northstate University is dedicated to educating, developing, and training the next generation of healthcare professionals. It is comprised of a College of Pharmacy, College of Medicine, College of Health Sciences, College of Psychology, and a new College of Dental Medicine. With the recent announcement that California Northstate is building its own medical facility, now is the time to join this growing and collaborative university.

### RESPONSIBILITIES

The Executive Assistant to the Dean is responsible for:

1. Maintaining a professional demeanor with staff, students, and visitors in all activities, whether they be through email, phone, or in person
2. Maintaining and managing the Dean's departmental calendars, meeting schedules, and appointments
3. Compiling information and creating both written and electronic material for presentations and reports
4. Administrative tasks such as filing, maintaining records, copying, data entry, and ordering
5. Supporting administrators and faculty in completion of University tasks

## **QUALIFICATIONS**

### Must have:

1. Excellent organizational and multitasking skills
2. Proficiency with MS Suite: Excel, Outlook, Word, Powerpoint
3. Initiative and the ability to solve problems both as an individual and part of a team
4. Bachelor's degree or higher

### Preferred:

1. Experience coordinating duties of office staff
2. Experience with Adobe suite
3. Experience in an administrative support role

## **APPLICANT SHOULD SUBMIT**

- Cover letter that addresses qualification, experience, and career goals
- Resume/CV
- Name, addresses, and telephone numbers of at least (3) professional references

Please send all application materials to [bret.mclaughlin@cnsu.edu](mailto:bret.mclaughlin@cnsu.edu), or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757. CNU is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.