



Administrative Assistant, College of Pharmacy

California Northstate University, Elk Grove CA

JOB DESCRIPTIONS

Department of Pharmaceutical and Biomedical Sciences

College of Pharmacy, California Northstate University, Elk Grove, CA

Job Classification: Temp (Position for 2 months minimum), non-exempt

Benefit: Per California Northstate University employee benefits

Reporting Responsibility: This position reports to the Chair of the Pharmaceutical and Biomedical Sciences Department for the College of Pharmacy

Position Summary: The position, based in the College of Pharmacy (COP), will report to and provide assistance to the Chair of Pharmaceutical and Biomedical Sciences Department, but will assist as required the entire department and COP.

DUTIES AND RESPONSIBILITIES

- Support the Department Chair in all department-related activities;
- 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;
- Coordinate with the Lab Manager in ordering and monitoring the lab supplies for Teaching Labs by PBS faculty;
- Assist PBS faculty in preparing/cleaning supplies for Teaching Labs as needed;
- Coordinate Departmental retreats;
- Prepare minutes for the Departmental meetings;
- Maintain and manage data entry on department shared folder;
- Support faculty recruitment process by scheduling phone interview, onsite visits, and coordinating with all outside vendors;
- Maintain a record of all departmental expenditure;
- Serve on College and University wide committees assigned by the Dean;
- Train other Administrative Assistant as expertise;
- Other duties as assigned.



EDUCATION AND EXPERIENCE

Baccalaureate degree or higher with at least two years of relevant experience; preferably in a higher education setting.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the functions of Administrative duties in a college or university setting;
- The ability to be discreet when handling data and information of a confidential nature;
- Skill in organizing and prioritizing work activities efficiently and in a timely manner;
- Strong organizational and management skills;
- Excellent oral, written, and interpersonal communications skills;
- Computer skills, including experience of using software programs such as Excel, Word, etc.;
- Ability to work independently and as a member of a team;
- Ability to work evening and weekend hours and travel to professional development seminars/conferences;
- Ability to analyze information and develop streamlined processes to improve work initiatives;
- Ability to establish and maintain effective working relationships;
- Ability to multi-task and take the initiative to learn tasks independently;
- Ability to lift 10 pound objects regularly;
- Behave professionally at all times; this includes, but is not limited to having an excellent attitude to work, dressing professionally, reporting to work on time, taking breaks as required by human resources, keeping accurate time records, and carrying out all assigned duties.

The terms and conditions in this job description are considered all inclusive, and supersede all prior oral and written proposals, communications and agreements.

Applicants should submit:

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

Please send application materials to the Human Resources Department at hr@cnsu , 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.