



CALIFORNIA
NORTHSTATE
UNIVERSITY

Continuing Education and Alumni Administrative Assistant– Staff- California Northstate University, Elk Grove, California, USA

POSITION TITLE: Continuing Education and Alumni Administrative Assistant

REPORTS TO: VP of University Operations

WORK SCHEDULE: 1.0 FTE, full time, non-exempt, \$18.00/hr

CLOSING DATE: Open until filled

SUMMARY: The Continuing Education and Alumni Administrative Assistant works in the Office of Continuing Education; maintains all records and evaluations for all development and CE programs; schedules and organizes all CE and Development programs. The Continuing Education and Alumni Administrative Assistant will be responsible for providing general office support with a variety of clerical activities and related tasks including scheduling CE and Alumni events and programs.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- The Continuing Education (CE) Administrative Assistant is responsible for the applications and maintenance of all MCME, ACPE, ANCE, and works in conjunction with the Experiential Education department for CAPE standards to assure initial and continuing accreditation for CNU's continuing education programs.
- The CE Administrative Assistant is responsible for tracking and maintaining all participant hours for education category **one** credit and processing all evaluation forms for committee review.
- The CE Administrative Assistant will also be responsible for maintaining all regulatory and departmental records, minutes and activity files for the department of Continuing Education, in strict compliance with ACCME, ACPE, CAPE, and ANCE Guidelines.
- Other duties will include preparing CE Committee agenda packets, attending and writing minutes for the meeting and all follow-up memos, letters, etc.
- This will also include CE activity speaker correspondence and follow-up. The person in this role will serve as a liaison for department administrative assistants and the coordinating of CE activities.
- This position will have the responsibility of managing the day-to-day operations of an alumni office.
- Manage supplies, including Inventory and ordering. Establish and maintain effective working relationship with vendors.
- Complete various special projects, which may require reviewing and analyzing Information, Identifying problems, recommending solutions and writing reports.
- Responsible for OSHA and other regulatory training and compliance. Coordinate cleanliness, orderliness and safety of working environment.
- Responsible for handling all paperwork, communications, and correspondence required of the CNU alumni office.

- The ideal candidate must be a self-starter with attention to detail, able to handle multiple projects, flexible, professional, and able to effectively manage interruptions, and possess a high level of computer literacy and ability to quickly learn new software.
- Outreach to the community for securing and scheduling CE Events.
- Contacting alumni via email and phone.
- Serves on the OCE Advisor Committee.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: Required: 4-year college degree

EXPERIENCE: Required: 2 years data entry, computer experience working with Microsoft Word and Excel; customer service experience. Experience working in a CE position.

 Preferred: Experience working in a college setting.

Applications will be reviewed upon receipt. For full consideration, candidates should provide 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 . Review of applicants will begin immediately and will continue until position is filled.

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