



Senior Health Professions Advising Coordinator California Northstate University College of Health Sciences (CNUCHS) Rancho Cordova, CA

- I. **Classification:** Part-time (24 hrs per week), \$23 per hour

- II. **Job Purpose:** The California Northstate University College of Health Science (CNUCHS) Senior Health Professions Advising Coordinator assists students in achieving educational, career, and personal goals through the utilization of the full range of institutional resources and by establishing close student-advisor relationships. This Coordinator is responsible for providing educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education options for CNUCHS students; tracking the advancement and progression of students; providing case management to students who do not meet educational requirements; and providing assistance to at-risk students. The Senior Coordinator will also lead and coordinate the application activities for undergraduate and post-baccalaureate CHS students preparing for their next educational steps.

- III. **Reporting Relationship:** The Senior Health Professions Advising Coordinator at California Northstate University College of Health Sciences reports to the Assistant Dean of Student Affairs and Admissions at CHS.

- IV. **Responsibilities include but are not limited to:**

Health Professions Advising:

1. Provides general academic advising and advising for entry into graduate and post-baccalaureate health professional programs (medical school, pharmacy school, nursing programs, physical therapy, and others).
2. Refers advisees to workshops, faculty advisers and/or other resources as appropriate.
3. Leads workshops to support student academic and career success
4. Assists with course selection and prerequisites necessary to enter health professional programs by informing students of concentrations appropriate to enter these programs; post-baccalaureate program and graduate program exams (MCAT, DAT, OAT, GRE); letters of recommendation and evaluation forms; and how to gain experience in their chosen field.
5. Informs students of changing trends in medicine and allied health programs.
6. Provides educational and career advising for health and life sciences which will include:
 - Coordinates and leads co-curricular activities (eg. Interview and personal statement preparation workshops, professionalism, mindset and behavior workshops, etc.)
 - Assisting students in clarifying their career goals
 - Maintaining up-to-date knowledge and information about career options in the sciences, and the health professions
 - Providing advising for internships, jobs and shadowing experiences
 - Developing and updating materials for workshops and handouts
 - Developing and updating web pages that provide career planning
7. Utilizing assessment results for all advising related programs and services and uses the feedback received to improve services as needed
8. Develops curriculum plans for students.
9. Works collaboratively with the Registrar's Office to register, add, drop and withdraw students from courses.



10. Assigns faculty advisor to admitted students.

Other Duties:

1. Prepares reports and proposals, respond to inquiries from students and outside agencies.
2. Recommends methods and procedures to enhance operations, as appropriate to the unit.
3. Attends and supports meetings as assigned.
4. Performs other administrative and miscellaneous job-related duties as assigned.

V. Minimum Job Requirements

- Master's degree preferred and three years of student service experience or equivalent
- Proficiency in Microsoft Office: Word, Excel and PowerPoint; and Skype
- Exceptional interpersonal communication skills (with students, faculty, staff, public, etc.)
- Oriented towards student success
- Commitment to professional excellence
- Administrative experience

VI. Knowledge, Skills and Abilities Required

- Skilled in organizing and coordinator multiple tasks, projects and priorities.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Ability to use independent judgment to manage and impart confidential information.
- Ability to gather data, compile information, and prepare reports.
- Ability to work effectively with diverse populations.
- Ability to communicate effectively, both written and orally.
- Ability to develop, plan, and implement short and long range goals.
- Skill in the configuration and use of computerized database programs.
- Ability to work in a team-based environment.

VII. Working Conditions and Physical Effort

- Legal work status in the USA
- Valid California driver's license
- Reliable transportation to drive between CNU campuses
- Ability to pass a background check

VIII. Applicants should submit:

- Cover letter of interest that address qualifications, experience, and career goals
- Curriculum vita and/or resume with month/date of employment experience
- Names, mailing and email addresses and telephone numbers of at least three (3) references who can be contacted by the Search Committee. These references should be able to speak to a broad range of the candidate's professional qualifications.

Please e-mail application materials to HR@cnsu.edu. Review of applicants will begin immediately; and will continue until position is filled. Anticipated start date is May 1st, 2018.

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