



Student Wellness, Academic Skills and Career Services Coordinator – Staff - California Northstate University College of Medicine, Elk Grove, California, USA

Description:

Student Wellness, Academic Skills and Career Services Coordinator, California Northstate University College of Medicine, Elk Grove, CA

Effort:

1.0 FTE, full time, non-exempt. \$20.00/hr

Responsibilities:

- Reports to the Associate Dean for Student Affairs, Admissions, and Outreach.
- Responsible for implementing the peer and professional academic counseling and tutoring services to CNUCOM students.
- Works with students on any topic related to student wellness and being successful academically, including study skills, time management, campus organizations, organization skills, test-taking, overcoming test anxiety.
- Organizes and coordinates workshops to develop student's wellness and academic skills.
- Coordinates the academic alert system to track the academic progress of those students who need assistance.
- Maintains task assignments and meet deadlines; perform as a team player in projects to meet set goals
- Provide administrative support for Admissions and Student Affairs
- Perform data entry, data collection, routine communications with applicants and students
- Support the preparation of admissions and student affairs policies, and their implementation
- Scanning and filing documentation for admissions and student affairs
- Maintain confidentiality of student records
- Review, schedule, and maintain calendars
- Support Assistant/Associate Deans and Director(s) in Admissions, Student Affairs, Outreach functions
- Arrange inter-office communications
- Meet and greet visitors and applicants, direct/answer inquiries
- Attend and support meetings as assigned
- Other duties as assigned

Qualifications:

- **Required:** Bachelor's Degree or higher
- Technical skills: Microsoft Office Suite; online database management
- **Preferred** - Experience and documented accomplishments working in a student services office



- **Preferred** - Experience and documented accomplishments supporting student academic progress

Qualities:

- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence
- Oriented towards student success

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/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, curriculum vitae/resume, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until positions are filled.

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