



# **Student Affairs and Admissions Administrative Assistant, College of Pharmacy, California Northstate University, Elk Grove, CA**

**Job Classification:** Temp-to-Hire (temp position for 3 months minimum): full-time, non-exempt

**Benefits:** Per California Northstate University employee benefits

**Closing Date:** Position open until filled

**Review of Applications:** Reviewed upon receipt

**Anticipated Start Date:** January 1, 2019

**Reporting Responsibility:** This position reports to the Assistant Dean of Student Affairs and Admissions for the College of Pharmacy

**Position Summary:** This employee will work as part of a team in providing services for the Office of Student Affairs and Admissions as well as for prospective and current students. The Student Affairs and Admissions Administrative Assistant will be responsible for a number of activities related to student affairs and admissions. The assistant can expect to participate and/or oversee numerous activities within the Office including, but not limited to, student organizations, assisting with co-curricular program activities, and coordinating and organizing graduation and/or other College of Pharmacy-related ceremonies and events. Additionally, the assistant will also provide support for the Office of Admissions, when needed. In general, the assistant will promote a sense of community, provide opportunities for student growth and development, provide guidance to student organizations, and assist with the tracking and evaluation of co-curricular student activities.

## **Additional Duties & Responsibilities**

1. Support the Assistant Dean of Student Affairs and Admissions with administrative support duties as needed. Help refine or develop new programs within the Office of Student Affairs and Admissions.
2. Coordinate and administer student support for enrolled and prospective students. Help organize programs, student orientation, and other purposeful programming meant to promote student engagement, enhance the sense of community on campus, increase student retention, promote CNU pride, further student leadership development, and advance the educational value of community service and student involvement in co-curricular experience.



3. Initiates, develops, and sustains strong positive relations with coworkers and departmental leadership to ensure achievement of the mission and goals of the department and college.
  4. Attends all department and campus meetings to ensure adequate knowledge of current events, campus plans, and department goals.
  5. Possesses a positive attitude and displays professionalism in appearance and behavior. Reports to work on time, takes appropriate length breaks as required by human resources, keeps accurate time records, and accepts all appropriately assigned duties.
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#### **Knowledge, Skill Sets, and Experience**

Baccalaureate degree preferred; strong organizational skills; excellent oral, written, and interpersonal communications skills; strong work ethic; computer literacy; ability to work independently and as a member of a team; availability to work evening or weekend hours for special events.

- Skill in organizing and prioritizing work activities efficiently and in a timely manner.
  - Ability to analyze information and develop streamlined processes to improve work initiatives.
  - Ability to establish and maintain effective working relationships.
  - Proficiency in Microsoft Office, including Word, PowerPoint, and Excel.
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#### **Organizational Accountabilities**

##### **Mission:**

Shares in and displays a commitment to the mission and philosophy of the College by providing excellent internal and external service to both students and preceptors. Personal conduct and decision-making exemplify the College of Pharmacy mission; demonstrates cultural sensitivity; dedication and compassion; promotes community awareness related to health and wellness; and serves the best interests of CNUCOP, its faculty, students, preceptors and the community at large.

##### **Teamwork:**

Demonstrates ability to work harmoniously with others to get a job done expeditiously and with a positive attitude. Attitude promotes a positive work environment with respect for others and resolves issues and conflicts professionally. Communicates effectively with other faculty, staff, students, and preceptors by offering constructive suggestions which enhance team performance.



**Leadership:**

Acts in a self-directed manner; initiates appropriate action before being directed by others or forced to react by events. Seizes opportunities to be proactive in avoiding potential problems. Learns from own mistakes; adapts to changing conditions; willingness to accept challenging or difficult assignments. Inspires excellence and commitment by others.

**Planning:**

Determines resources and initiates any action required to accomplish Program objectives. Sets priorities and manages time effectively. Identifies potential problems as well as opportunities for resolution; and works with supervisor to plan contingent actions, as appropriate.

**Professional Development:**

Demonstrates and maintains a competent level of coordinator duties in accordance with the College's policies and position certification requirements. Exhibits professional growth through continuous improvement; participates in relevant training and educational programs on and off campus.

**Results Orientation:**

Focuses effort and resources toward the completion of tasks and assignments; realization of Program goals and fulfillment of the College's Mission. Demonstrates ability to adjust priorities appropriately, assess progress critically; and overcome barriers effectively to attain results.

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**Physical Requirements**

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Modified "light duty" restrictions may be arranged as needed and when available for job-related injuries or illnesses.

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding. The employee is occasionally required to reach with hands and arms; stoop and kneel.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Acute hearing is necessary for telephone and in-person communication with callers and in assisting faculty, staff, students, and preceptors; visual acuity sufficient to read a computer screen and paper documents.



**Working Conditions**

This position typically functions indoors in a health education environment with minimal risk of exposure to hazards or chemicals.

**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 HR Department at [hr@cnsu.edu](mailto:hr@cnsu.edu), 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.