



Coordinator for Academic Advising & Internships

California Northstate University

College of Health Sciences

Rancho Cordova, California, USA

Job Title: Coordinator for Academic Advising & Internships

Job Classification: Full-time, 12 Month, Non-Exempt

Salary: \$24-\$28 per hour DOE/Degree

Closing Date: Position open until filled

Anticipated Start Date: Immediately

Supervisor: Assistant Dean of Curriculum and Assessment, College of Health Sciences

California Northstate University College of Health Sciences is a community of faculty, staff, and students dedicated to the mission of transforming education in the health sciences. We are a team-oriented group interested in supporting a student centered and innovative educational environment and seek individuals interested in excelling at their own immediate responsibilities and contributing to the College and University as a whole.

California Northstate University (CNU) is a private university with the main campus located in Elk Grove, California, approximately 15 miles south of Sacramento. CNU is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). The Elk Grove facility currently houses the College of Pharmacy, College of Medicine and College of Psychology.

The California Northstate University College of Health Sciences (CNUCHS) campus is located at 2910 Prospect Park Drive, Rancho Cordova, CA 95670. We offer a traditional Bachelor of Science in Health Sciences degree in addition to accelerated undergraduate and post-baccalaureate programs. The CNUCHS curriculum is designed to provide excellent academic preparation for careers in the biomedical professions.

JOB PURPOSE

Academic Advising/ Internship Coordinator, Staff Position, California Northstate University College of Health Sciences Rancho Cordova, CA. This position will be responsible for the coordination of academic advising and internship activities as well as working with faculty in the community. This position will also provide support for accreditation-related CNUCHS functions..

RESPONSIBILITIES:

Academic Advising (50%)

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. Facilitates 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

Internships (45%)

- Support all internship activities within the College of Health Sciences including rotation assignment, scheduling, paperwork requirements, and assessments.
- Support internship activities with Directors and Department Chairs, including but not limited to communications with preceptors, handout preparations, meeting scheduling.
- Support the development and implementation of existing and new internships for CNUCHS.
- Build and maintain a roster of CNUCHS affiliated service-learning partners, institutions, and medical professionals as related to each internship, and keep track of activities related to student teaching.
- Support recruitment of service-learning partners, institutions, and medical professionals as related to each internship.
- Maintain working knowledge of accreditation requirements of state, regional and national organizations as relevant for internships.
- Assesses effectiveness of internship and regularly provides reports to the college administration.

Other Duties (5%)

- When needed, assists with new student recruitment activities
- Occasional weekend and evening work
- Remain abreast of Internship and Academic Advising trends and best practices via professional periodicals and local conference attendance
- Performs other duties as assigned



Minimum Qualifications:

- Bachelor'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
- Skilled in organizing and coordinating 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.

Applicants should submit:

- Cover letter of interest addressing qualifications, experience, and career goals
- Current Resume
- Written statement addressing Inclusive Excellence (Diversity Initiatives) experience
- Unofficial transcripts of all college work (official copies will be requested if offered position)
- Names, addresses, and telephone numbers of at least three (3) professional references to be contacted by the Search Committee who can speak to a broad range of candidate's qualifications.

Send application materials to the HR Department at hr@cnsu.edu or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.

For department specific inquiries, please contact us by **e-mail:** mang.xiong@cnsu.edu or **telephone:** (916) 686-7674.

Please note that while the main campus for California Northstate University is located in Elk Grove, CA, this position is located at California Northstate University, College of Health Sciences, in Rancho Cordova, CA.

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