



CALIFORNIA
NORTHSTATE
UNIVERSITY

Clinical Courses Coordinator, College of Dental Medicine, Elk Grove, California, USA

POSITION TITLE:	Clinical Courses Coordinator
REPORTS TO:	Associate Dean of Academic Affairs
WORK SCHEDULE:	Monday – Friday, Normal Business Hours full time, non-exempt, \$20.00/hr
CLOSING DATE:	Open until filled

SUMMARY: The College of Dental Medicine, California Northstate University, located in Elk Grove, opened its doors in January 2021. This is a new dental school, the seventh dental school in California, will train dentists who can support the dental needs of the local communities in and around Sacramento, as well as in more distant geographic areas. The program is a four-year predoctoral dentistry program, leading to a DMD degree, with subsequent licensure by the Dental Board of California.

The Clinical Courses Coordinator will report to the Associate Dean of Academic Affairs and will be part of the Academic Affairs team.

ESSENTIAL FUNCTIONS:

- Work collaboratively in a fast-paced environment that will require strong communication, problem-solving and organizational skills. Discretion and maturity are essential to maintaining confidentiality.
- Be aware of the University values by which we will all align: WE CARE (<http://www.cnsu.edu/>)
- Must be accomplished in utilizing and linking the following software programs: Microsoft Excel, Word, Outlook, Teams, and PowerPoint; Adobe PDF; Smartsheet; Qualtrics (survey tool); Must develop and maintain excellent skills in utilizing all teaching and learning software (example: Examsoft, Evaluate, Canvas, Visio, Articulate Presenter, and the electronic health record Axiom). Must be self-motivated in the pursuit of continued development in software use.

- Will assist with arranging virtual participation for students and/or faculty as needed.
- Will aid in the submission of Course Proposal Forms and syllabi for each trimester.
- Will process presentations with narration using Articulate Presenters as needed.
- Will be cross trained and may be required to assist with pre-clinical courses. Will have primary responsibility to support processes necessary for the functioning of the university and for the coordination of courses that take place in the Clinic.
- Will follow up with other departments within the university and track communication, while notifying all related employees.
- Will create, submit, and track Clinical Purchase Orders and Reimbursement Forms for processing.
- Will assist with the development of Process Guides as assigned.
- May be required to assist with taking accurate Minutes and distributing Agendas for meetings.
- Will keep the DCIA informed regarding all relevant matters.
- Must be able to apply regulations, by-laws, protocols and guidelines to all processes; must develop a deep understanding of HIPAA and FERPA regulations, as well as Credentialing requirements for Predoctoral dental programs (<https://www.ada.org/en/coda>) and WASC accreditation.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

EXPERIENCE:

Required

- Bachelor's Degree preferred.
- Understanding of FERPA and HIPAA as these impact daily work.
- Able to design a personal system for maintaining organization.
- Able to work efficiently on a day-to-day basis.
- Proficient in the use of Microsoft office suite and able to learn other database skills.
- Able to follow workflows and to prioritize requests.
- Able to pay attention to details.
- Must be a successful communicator with equitable collaboration skills.
- Able to take direction from others.
- Able to interact with students, supervisors, faculty, and coworkers in a professional and respectful manner at all times.
- Able to compile and organize data.
- Able to pivot between tasks.
- Able to assist with virtual participation.
- Willing to assist with other tasks as needed.

Applications will be reviewed upon receipt. Candidates must provide a resume/CV and letter of interest with at least three references. Candidates must articulate 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/CV, list of references, and any additional information to CDM.Jobs@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.