



Coordinator / Senior Coordinator of Admissions and Enrollment **California Northstate University, Undergraduate College of Health Sciences,** **Rancho Cordova, CA**

Job Classification: Full-time, exempt

Benefits: Per California Northstate University employee benefits

Closing Date: Position Open until Filled

Review of Applications: Reviewed upon receipt

Anticipated Start Date: 7/28/2023

Reporting Responsibility: Report directly to the Assistant Dean of Admissions

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.

Job Description: This position is directly responsible for the coordination of admissions and enrollment management services. The admissions team is a highly visible unit of the college and university, particularly among the incoming student body. Candidates should be collaborative team players with outstanding organization, interpersonal, and communication skills. The Admissions Coordinator is responsible for handling a large volume of data/documentation and should have a strong technical and analytical skillset.

Responsibilities (not meant to be exhaustive):

- Coordination of all admissions and enrollment processes
- Compilation, tracking, and receipt of all required application materials
- Review and determine completeness and validity for all required application and enrollment documents
- Evaluate and process transcripts and GPA calculations
- Record keeping processes for admissions and enrollment
- Input, audit, and maintenance of admissions and enrollment records in the Student Information System (SIS)
- Timely and accurate data entry and application/decision processing to support the growing enrollment of students
- Serve on the admissions committee
- Coordinate the application, interview, and acceptance process
- Processing and tracking of Enrollment Agreements
- Organize and maintain the collection and recording of matriculation documents
- Manage calendar, events, and status for applicant lifecycle
- Support planning, implementation, and coordination of internal and external events
- Provides excellent customer service through in-person, phone, and email engagement
- Assists the Admissions unit with filing and data logging/tracking
- Conduct strong student onboarding and engagement activities and services



- Track and maintain immunization records for students
- Ensure confidentiality of student records and compliance with all applicable regulations
- Contribute to the comprehensive enrollment management plan
- Assist in the preparation of Enrollment Agreements and update the application portal
- Assist and communicate with prospective families regarding the CHS program, application process and enrollment and support services
- Provide direct and indirect contact with students, staff, administrators and faculty advisors for problem resolution related to student files and inquiries
- In collaboration with faculty affairs, assigns faculty advisors to incoming students
- Work collaboratively with University personnel to maximize enrollment and admissions processes
- Coordinates admissions process with the offices of academic and student affairs, financial aid, and registrar
- Contribute to development and update of policies and SOPs for Admissions
- In collaboration with the DSO and student affairs, coordinate international student onboarding and support services
- In collaboration with the recruitment and science outreach teams, identify outreach opportunities and coordinate prospect engagement and support services and workshops (Admissions and On Boarding Workshops)
- Participate in the production of reports for various purposes and analysis of success metrics
- Engage in professional development as needed to keep abreast of current issues related to Admissions
- Collaborate with programmatic assessment and participate in all accreditation and regulatory processes
- Assist in New Student Orientation planning and organization
- Other duties as necessary

Minimum Job Requirements:

- Earned Bachelor's degree, in health professions, educational discipline, leadership, marketing, or basic science recommended
- At least three (3) years of experience in in admissions
- Good inter-personal skills when working with individuals or teams
- Excellent communication skills, both oral and written
- Strong commitment to excellence in education, scholarly activities, and service
- Sensitivity to and understanding of the diverse academic socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of college students, including those with physical or learning disabilities as it relates to differences in learning styles
- Proven ability to handle confidential information with discretion
- Experience with SEVIS and immigration, or willingness to learn
- Occasional weekend work required

Applicants should submit:

- Cover letter of interest that addresses qualifications, experience and career goals (please include your reason of interest in working at California Northstate University)
- 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, 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.

Please note that although 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.