



Director of Student Affairs and Outreach Staff – California Northstate University College of Medicine Elk Grove, CA, Campus

Job Classification: 1.0 FTE, Full-time, Exempt, DOE

Reporting Responsibility: Under the supervision of the Assistant Dean of Student Affairs and Admissions in the College of Medicine, the Director will coordinate the Student Affairs daily operations and functions within the Department to ensure tasks are completed.

Responsibilities:

- Coordinate events and logistics for New Student Orientation, White Coat Ceremony, Graduation, and CNU Open House events
- Serve as MC/Host for events above, and other departmental events
- Work with the Assistant Dean of Student Affairs to plan student wellness services, career services and tutoring services
- Prepare training manual, and train faculty, staff, and students on student affairs protocol
- Serve as the primary contact for United States Military personnel
- Respond to student inquiries concerning student affairs
- Assist with student Admissions process
- Train new departmental staff
- Participate in activities related to LCME accreditation, including but not limited to report generation, preparation of functional areas in accordance with accreditation standards
- Work with Deans and Accreditation team in all aspects of functions and activities including, but not limited to gathering & presenting data relevant to demonstration of compliance with accreditation standards
- Participate in community outreach events
- Update the Match Day results on the website annually
- Manage COM Facebook and COM LinkedIn social sites
- Update Student Affairs content in CNU Catalog
- Update COM Student Handbook annually
- Update the AMCAS MSAR online profile annually
- Attends relevant regional conferences as needed
- Prepares reports and proposals
- Performs miscellaneous and other job-related duties as assigned

Minimum Qualifications

- Bachelor's degree; at least 3 years of experience that is directly related to the duties and responsibilities specified.

- Master's degree preferred; at least 1 year of experience that is directly related to the duties and responsibilities specified.

Knowledge, Skills and Abilities Required

- Ability to develop and deliver presentations
- Ability to collaborate and work in a team environment
- Ability to work effectively with diverse populations
- Ability to communicate effectively, both orally and in writing
- Skill in organizing and coordinating
- Ability to use independent judgement and to manage and impart confidential information
- Skill in the configuration and use of Microsoft Office
- Skill in developing and implementing new strategies and procedures
- Ability to plan, implement and evaluate programs, short- and long-term goals
- Ability to gather data, compile information, and prepare reports
- Ability to make administrative/procedural decisions and judgements

Qualities:

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

Resumes 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. For inquiries, please contact us at: e-mail: hr@cnsu.edu and/or telephone: (916) 686-7300.