

Curriculum Administrative Coordinator – California Northstate University College of Medicine, Elk Grove, California

Title: Curriculum Administrative Coordinator
Classification: Full-time, Non-exempt
Supervisor: Assistant Dean of Curriculum
Education: Bachelor's Degree
Salary: \$28.00/Hour
Location: Elk Grove Campus | 9700 W Taron Drive, Elk Grove, CA 95757

Responsibilities:

- Provide administrative support and manage the logistics of implementation and delivery of CNUCOM's curriculum.
- Support and manage CNUCOM's learning management system; input data and edits, ensure materials entered are correct and up to date.
- Work with course directors to ensure that learning materials for students are available for each scheduled session.
- Support and manage the curriculum management system; input data entries, ensure entries are complete, correct and up to date.
- NBME exam acquisition and test data collection.
- Prepare reports related to learning management system and curriculum management system, and other pre-clerkship curriculum management and logistics areas, as assigned.
- Ensure readiness of teaching and student materials.
- Reserve classroom space for scheduled learning activities.
- Assist faculty in learning management system operation.
- Prepare reports from curriculum management system as requested.
- Assist the Chief Proctor in coordinating, arranging, and proctoring student exams.
- Work with Dean 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.
- Other duties as assigned.

Skills and Qualifications:

- Bachelor's degree
- Experience working in higher education required
- Attention to detail required
- Experience with Learning Management Systems/Databases (eg, CANVAS preferred)
- Must be advanced in Microsoft computer program (Word, Excel, PowerPoint, etc.)

Qualities:

- Must be an excellent communicator
- Commitment to professional excellence
- Must be a self-starter, organized, and like to have fun

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae 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.

California Northstate is an Equal Opportunity Employer. All qualified candidates are encouraged to apply. Please follow the below link to our Indeed employer page. Select 'jobs' and follow steps to submit an application [CNU Jobs on Indeed](#).

Equal Opportunity Employer Statement

California Northstate University is an equal opportunity employer (EEO) to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, cannabis use, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), Family Care and Medical Leave (CFRA) related to serious health condition of employee or family member, child bonding, or military exigencies, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), participation in an EEO protected activity, pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, reproductive loss leave, sex/gender, and sexual orientation.