



Administrative Assistant California Northstate University, College of Dental Medicine, Elk Grove, California, USA

POSITION TITLE:	Administrative Assistant
REPORTS TO:	Associate Dean 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, will be opening its doors in September 2020. 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 College of Dental Medicine will be completing the Accreditation process this year, with a site visit (most likely virtual) and will be accepting applicants over the summer.

The Administrative Assistant will report to the Associate Dean for Academic Affairs in the preparation of required documents for Accreditation, and will develop and maintain databases, utilizing and possibly linking existing software, to record faculty and student activities (for example, grading). Other activities will include scheduling, setting up conference meetings, preparing large in-person meetings and assisting with online teaching and evaluation. It is critical that the successful hire collaborate and interact positively with staff, students and faculty in this role.

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 and Powerpoint; Adobe PDF; Smartsheet; Qualtrics (survey tool); Must develop and maintain excellent skills in utilizing all teaching and learning software (example: Examssoft, Evalue, Canvas, Visio and the electronic health record Axium). Must be self-motivated in the pursuit of continued development in software use.
- Must have the skills to set up, manage and maintain data collection for accreditation purposes. This will include data for the school's strategic plan and continuous improvement plan, educational data to show continued improvement in the teaching and learning processes, as well as handling of sensitive data for quality assurance and incident reporting and management.

- Will assist in the development, streamlining and maintenance of programs to document grades, evaluations, self-evaluations. (Collected data will be used to continually evaluate the quality of care, teaching, clinical quality assurance, incident reports, as well as student attendance).
- Ongoing collection of data for faculty development (meeting attendance, licensing data, development sessions); onboarding assistance and collaborating with the University HR to create a streamlined process;
- 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.
- Directing phone calls and emails to the appropriate person/s. Scheduling appointments to maximize time. Setting up conference calls for multiple purposes and sizes. Plan and prepare for large in-person meetings and conferences, including room scheduling, food/refreshments.
- Basic financial analysis and reporting skills (can be developed).
- Some editing may be required. Other duties as assigned.

MINIMUM QUALIFICATIONS:

EXPERIENCE:	Required:	<p>Must be proficient in utilizing Microsoft Word, Excel and other databases.</p> <p>Must have past experience working with HIPAA and/or FERPA or equivalent sensitive data/information.</p> <p>Must have the ability to independently prioritize requests.</p> <p>Must have a commitment to working in a fast paced, collaborative environment</p>
--------------------	-----------	---

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 hr@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.