



CALIFORNIA
NORTHSTATE
UNIVERSITY

DS1 Course Coordinator – Staff - California Northstate University, College of Dental Medicine, California, USA

POSITION TITLE: DS1 Course Coordinator, College of Dental Medicine

REPORTS TO: Director for Curriculum Instruction and Assessment

EFFORT: 1.0 FTE, full time, non-exempt, \$20/hour

CLOSING DATE: Open until filled

SUMMARY: The Course Coordinator will be an essential part of the curriculum team, reporting directly to the College of Dental Medicine Director of Curriculum Instruction and Assessment and assisting with daily student assessments, grades, course director assistance with course preparation, scheduling and uploading of grades. Course Coordinators will be cross-trained to oversee any academic year, but will have primary responsibility for one assigned year.

Responsibilities:

Core duties and responsibilities include the following. Other duties may be assigned.

- Ensure Course Directors are supported per instructions from the Director for Curriculum Instruction and Assessment (DCIA).
- Ensure iPads are charged overnight, maintained and made conveniently available to faculty (this may require travel to the classroom/s).
- Upload all daily formative assessments, ensuring accuracy of grade assignment.
- Assist with scheduling as requested, including re-assignment of faculty as needed due to absences.
- Direct student and faculty requests to appropriate resources, as directed by the DCIA.
- Other duties as assigned.

Qualifications:

- **Required:** Understanding of FERPA and HIPAA regulations
- Microsoft Office Suite, online database management
- Preferred: Bachelor's Degree



CALIFORNIA NORTHSTATE UNIVERSITY

Qualities:

- 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.
- Organization skills.

Applications 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 sheila.brear@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:** sheila.brear@cnsu.edu