



## **Administrative Supervisor/Executive Assistant, College of Health Sciences, California Northstate University, Rancho Cordova, CA**

**Job Classification:** Full-time, non-exempt \$22-28/hr DOE and Education

**Benefit:** Per California Northstate University employee benefits

**Closing Date:** Position open until filled

**Review of Applications:** Reviewed upon receipt

**Anticipated Start Date:** May 10<sup>th</sup>, 2021

**Reporting Responsibility:** This position reports to the Dean of the College of Health Sciences

### **Job Description:**

1. The administrative supervisor oversees administrative assistants and staff and provides executive administrative support to the Dean of the College of Health Sciences. This may include but is not limited to: recruiting, onboarding and training of CHS staff employees, maintenance of the college program documentations, policies & procedures and schedules, coordination of and training of staff for college purchasing and budget process, coordination of building operation, IT and facility needs, obtaining and providing relevant information for scheduled appointments, and travel arrangements, documentation preparation, letter writing, coordinating the preparation of events and large-scale meetings hosted by or involving the Dean, etc.
2. The incumbent must be detail-oriented, able to work under pressure, meet deadlines, prioritize tasks, and demonstrate excellent customer service and interpersonal and communication skills.
3. The administrative supervisor will maintain task assignments and their functions, arrange and balance tasks among administrative assistants and CHS staff. Manage inter-office communications, meet and greet visitors, direct inquiries to appropriate personnel, schedule, attend, and take minutes for assigned committee meetings, and provide support in assigned project-based work.
4. The incumbent must be able to maintain confidentiality when working with sensitive materials.
5. Excellent computer skills (MS suite) and writing skills (Memo's, Letters, Notes, etc.) are expected as well as oversight of college social media presence.
6. Work on CHS related tasks as assigned.
7. Prepare accreditation and program review documents as needed.
8. Other duties and functions as assigned.

**Additional Requirements:** Possession of a valid California Class C Driver's License may be required. Independent travel between work sites, or facilities may be required.

**Knowledge and skills:** Office practices and procedures; public contact techniques; office equipment operation; advanced data collection and compilation techniques; document formatting techniques;



standard office automation software; automated and manual records management practices; clerical work methods review and measurement techniques; purchasing procedures; English usage and grammar

**Qualifications:**

- A bachelor degree in business administration or higher equivalent is preferred.
- Three years of experience in supervisory level support required or equivalent is required for the supervisory role.
- Experience in higher education preferred
- Excellent written and oral communication skills
- Excellent typing and transcribing
- Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail
- Excellent interpersonal skills and the ability to successfully interact with faculty, staff, and students at California Northstate University and the community
- Ability to problem-solve with strong decision-making capability
- Demonstrated ability to work effectively in teams as well as independently
- Proven ability to handle confidential information with discretion
- Demonstrated ability to achieve high performance goals and meet deadlines
- Actively seeks opportunities and proposes solutions; forward thinker; Adaptable to the various competing demands/priorities

**Applicants should submit:**

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume/CV
- Names, email addresses, and telephone numbers of at least three (3) professional references

Please send application materials to the HR Department at [hr@cnsu.edu](mailto: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 while the main campus of California Northstate University is in Elk Grove, this position is at the CNU College of Health Sciences located in Rancho Cordova, CA.