



**Administrative Assistant  
California Northstate University  
College of Medicine  
Elk Grove, California**

**Title:** Administrative Assistant  
**Classification:** Staff; Non-Exempt; Full Time 1.0 FTE  
**Supervisor:** Chair of Basic Sciences  
**Education Required:** Bachelor's Degree  
**Rate of Pay:** \$20.00 per hour

**Job Details:** This position is responsible for providing administrative support to the College of Medicine, Department of Basic Sciences. This staff member works as part of a team in providing prospective and current student support and admissions services.

**Job Description for Administrative Assistant in the College of Medicine:**

1. Maintains task assignments and meet deadlines; perform as a team player in projects to meet set goals
2. Provide administrative support for Basic Science Department within the College of Medicine including research in progress meetings
3. Provide support for the Institutional Biosafety Committee
4. Provide support to the Assistant Dean for research including mini-grants applications and SDSSP research day
5. Review, schedule, and maintain calendars
6. File POs and order research lab supplies
7. Meet and greet visitors and applicants, direct/answer inquiries, arrange tours
8. Attend meetings and recording minutes as assigned including phase A courses material management for CANVAS
9. Assist in other online teaching operation and course assessment records
10. Other duties and functions as assigned in addition to the above job

**Required Knowledge, Skills and Abilities:**

- Excellent organizational, oral, written and interpersonal skills
- Ability to communicate effectively
- Keyboarding skills and advanced knowledge of computers and various software programs (including Word and Excel); ability to orient and utilize a variety of software and applications related to the functions of the position
- Ability to work collaboratively with faculty, students, staff and parties outside of the university
- Ability to work independently



**Qualifications:**

- Bachelor's degree
- Experience with electronic databases and word processing necessary
- Experience in higher education environment preferred

**Qualities:**

- Exceptional interpersonal communication skills
- Commitment to professional excellence

Please submit your cover letter, resume, list of references, and any additional information to [hr@cnsu.edu](mailto:hr@cnsu.edu). Review of applicants will begin immediately and will continue until the position is 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](mailto:hr@cnsu.edu) and/or **telephone:** (916) 686-7300.