



Projects and Accreditation Specialist California Northstate University | College of Medicine

Title: Projects and Accreditation Specialist
Classification: Full-time, Non-exempt
Supervisor: Assistant Dean of Faculty Affairs and Accreditation
Education: Bachelor's Degree
Salary: \$30-40.00/Hour
Location: Elk Grove Campus | 9700 W Taron Dr, Elk Grove, CA 95757

JOB SUMMARY

Functioning within the Office of Faculty Affairs, the Projects and Accreditation Specialist serves as the primary administrator to plan and execute approved projects for the Office of Faculty Affairs and Office of the Dean. Pertinent projects include those that pertain to accreditation, regulatory compliance, strategic planning, departmental performance assessment, continuous quality improvement, process improvement, and program implementation. The incumbent will partner with departmental leaders and subject matter experts to identify issues of compliance and inefficiency, uncover root causes, codify workplace parameters, and develop scalable solutions.

As an administrator of the strategic team, the projects specialist will interface regularly with executive and senior leadership and be involved with college level projects. As a result, the projects specialist will also work to directly support executive and senior leadership with attaining organizational intelligence and data for informed decision-making. The role offers opportunities to share input and recommendations for systems and programmatic changes.

RESPONSIBILITIES:

- Maintain up-to-date knowledge and historical records on the standards for accreditation, university policies, college policies, other matters of compliance, and the college's strategic goals.
- Create and maintain documented tracking systems for the college's status and progress towards milestones pertinent to matters of compliance.
- Integrate and analyze interdepartmental data to propose and recommend projects to the Director of Continuous Quality Improvement that pertain to the aforementioned standards of knowledge.
- Draft and propose project plans for improvement, utilizing principles of project management and clearly identifying stakeholders, timelines, risk management, and subtasks.
- Serves as the primary administrator to initiate and execute approved projects through delegation of tasks across stakeholders of staff, administrators, leadership, committees, and faculty while maintaining an organized record of the status of projects, tasks, and contingent subtasks.
- Maintains a documented record of project and subtask status. Regularly informs upon project progression to stakeholders, the Office of the Dean, and the Director of Continuous Quality Improvement.
- Collaborates and communicates with project stakeholders verbally and through writing in a manner that reflects political acumen, clarity, conciseness, tact, and diplomacy.



- Holds stakeholders accountable for their respective project components. Ensures stakeholders have the information, resources, and support to make timely progression and approaches others with compassion and consideration.
- Ensures the timely completion of multiple coinciding projects.
- Reviews, analyzes, and aggregates documentation and data for college level reports, including but not limited to the college's annual reports to the University, policies, and accreditation activities. Proposes document drafts and capable of proofreading final drafts for error.
- Serves on the dean's CQI ad hoc committee as a non-voting advisory member.
- Proctor student exams as needed.
- Other duties as assigned.

KNOWLEDGE AND SKILLS (REQUIRED):

- Conceptual, analytical, and negotiation skills are necessary, along with the capacity to solve complex problems by developing actionable recommendations.
- Engage others in a positive and supportive manner. Navigates interdepartmental issues utilizing diplomacy and tact.
- Capacity to analyze documents which involve policy, procedure, and reports.
- Possesses the technical writing skill to produce document drafts and develop recommendations for revisions.
- Capable of understanding the operational needs of others to develop practical and accomplishable workflows.
- Conceptually understands project management paradigms and project life cycles: planning and development, resource allocation, risk management, time management, quality management, monitoring and reporting, documentation, and record keeping.
- Ability to cope with and manage stress from high stakes work.
- Sensitive to highly confidential information to maintain strict confidentiality in the setting of an executive level office.
- Able to coalesce, analyze, and assimilate data into meaningful findings for subject matter experts with Microsoft Excel. Capable of interfacing with school database systems to pull high level reports.
- Excellent organizational skills to the effect of working under frequent interruptions; independently establishes priorities, anticipating job requirements, organizing workflow to achieve timely progress on multiple coinciding projects.

EDUCATION AND EXPERIENCE (REQUIRED):

- Strong proficiency with Microsoft Office Suite.
- Bachelor's degree and 2 years of relevant experience such as working as a project coordinator in a medical academic setting. Or 4 years of progressively more difficult responsibilities culminating in rigor and responsibility similar to the project specialist.

PREFERRED QUALIFICATIONS:



- Experience working in executive offices responsible for matters of accreditation and compliance.
- Experience working in a setting of medical education at UME or GME level.
- Experience working in an office or directly supporting executive and senior leadership.
- Current knowledge of LCME expectations for LCME Standards and Elements.
- Master's degree
- Six Sigma Certification (Green Belt)

Interested applicants: please follow the below link to our Indeed employer page. Select 'jobs' and follow steps to submit an application.

[CNU Jobs on Indeed](#)

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