



STUDENT ASSISTANT

Job Title:	Student Assistant
Job Classification:	Staff-Non-Exempt Part Time- 0.40 FTE
Wage:	\$18/hr
Closing Date:	Open until filled
Reporting	Reports directly to Assistant Vice President for Institutional
Responsibility:	Effectiveness and Accreditation

Responsibilities:

Under the direction of the Vice President for Institutional Effectiveness and Accreditation, this position is responsible for assisting in the continuation of a robust institutional assessment and evaluation process that complements the institutional research efforts of the university.

- Assist with the timely completion of IPEDS data
- Help coordinate meetings and manage the VP's schedule
- Help draft substantive change reports to address the delivery of on-ground (in-person), hybrid, and distance education instruction and student services to meet the needs of students, faculty, and staff.
- Support the compilation of substantive change reports, midterm reports, reaffirmation of accreditation reports, etc. (e.g., reviewing and drafting documents, ensuring strong evidence, providing support for accreditation visits) for the maintenance of regional accreditation by working collaboratively with university constituents.
- Assist with accreditation steering committee to provide ongoing accreditation support.
- Provide support for assessment efforts in student learning outcomes and programmatic evaluation (e.g., program review). Such assessments may include collecting and presenting usage, experience, and outcome data for evaluation to inform recommendation and decision making.
- Work with various reporting areas in the university and colleges to ensure strategic plans, program reviews, and other assessment processes align with the quality needs and expectations of regional accreditation.
- Ensure outcomes and evaluation rubrics in various areas of the university, including institutional service areas (e.g., operations, human resources, business service office, admissions, etc.), and academic areas (e.g., student affairs, student assessment) are updated, relevant, and reflective of general functions of the university and colleges.

MINIMUM SKILLS AND ABILITIES

Required

- Must be enrolled full-time at the CNU

- Must be at the level of P2 or higher in the program
- Must have received an “A” in any relevant course or subject
- Must be in good standing with the College and the University
- Must provide evidence of employment eligibility (US citizen, lawful permanent resident, eligible Visa status {J1, F1}, Deferred Action for Childhood Arrivals {DACA})

Preferred:

- Experience working in executive offices responsible for matters of accreditation and compliance.
- Experience working in an office or directly supporting executive and senior leadership.

WORKING CONDITIONS

Office/school/university environment. Work occasional flexible schedule including evenings, weekends, and work overtime as the need arises.

PHYSICAL DEMANDS

This position may involve prolonged periods of standing or sitting during. Some tasks may require fine motor skills and hand-eye coordination. Persons employed in this position must be able to hear and speak to exchange information in person or on the telephone. Employees must possess dexterity of hands and fingers to operate a computer keyboard and prepare documents and reports, as well as possess visual acuity to read, write, and view a computer monitor.

HOW TO APPLY

APPLICANT SHOULD SUBMIT

- Cover letter that addresses qualification, experience, and career goals
- Resume/CV
- Name, addresses, and telephone numbers of at least (3) professional references

Please email all documents to hr@cnsu.edu or Ashim.Malhotra@cnsu.edu with the subject: Student Assistant

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status. All qualified candidates are encouraged to apply.