

Admissions and Student Affairs Coordinator – Staff - California Northstate University College of Medicine, Elk Grove, California, USA

Description:

Admissions and Student Affairs Counselor, California Northstate University College of Medicine, Elk Grove, CA

Job Classification: Full-time, non-exempt \$22.00/hr.

Responsibilities:

- Admissions recruitment and applications review
- Support the preparation of admissions and student affairs policies, and their implementation
- Advising on AMCAS application and CNUCOM supplemental application
- Preparation of admissions screening point-system forms for qualified candidates
- Support and implementation of outreach programs
- Communications with health care career counselors in universities and various communities
- Maintain task assignments and meet deadlines
- Collaborate with other CNU colleges for university events
- Support Assistant/Associate Deans and Director(s) in Admissions, Student Affairs, and Outreach in functions related to admission interviews, new student orientation, commencement, white coat ceremony, open house and other campus activities in conjunction with the Office of Student Affairs and Admissions
- Attend and support outreach events and meetings as assigned
- Proctor the exams as needed
- Coordinate Peer Tutoring, Step 1 and Step 2 registration, Kaplan course and assessments
- Other duties as assigned

Qualifications:

- **Preferred:** Bachelor's Degree or higher
- Technical skills: Microsoft Office Suite; online database management
- **Preferred** - experience with AMCAS and WebAdmit
- **Preferred** - Experience and documented accomplishments working in a student services office
- **Preferred** - Experience and documented accomplishments supporting student admissions process

Qualities:

- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence
- Oriented towards student success

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae 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, list of references, and any additional information to hr@cnucom.org. 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:** hr@cnucom.org and/or **telephone:** (916) 686-7300.