

JOB ANNOUNCEMENT

Student Administrative Assistant

Title: Student Administrative Assistant
Classifications: Staff; non-Exempt; part time (up to ten hours per week)
Supervisor: Dr. Veronica Dobson, Assistant Dean of Student Affairs and Admissions
Direct Supervisor: CCAPS Clinic Director
Education Required: Bachelor's degree or higher

California Northstate University is dedicated to educating, developing, and training the next generation of healthcare professionals. The College of Psychology is accredited by WASC, BPPE, and the APA. We are currently looking for administrative support for our CNU clinic.

Under the general supervision of the OSAA and direct supervision of the CCAPS Clinic Director the student administrative assistant will be responsible for holding their own office hours and providing administrative support to the CCAPS Clinic Director and the student clinicians.

Students may be removed from the position if they are no longer qualified or at the request of an assistant or associate Dean of the CNU Psychology program. The Dean of the College of Psychology will settle any disputes concerning student eligibility. The Dean's decision is final and not subject to appeal.

Clinic Administrative Assistant Description:

Under general supervision of the Office of Student Affairs and direct supervision of the clinic director, the clinic administrative assistant will provide administrative support to the Community Counseling and Psychological Services clinic (CCAPS). Student admin assistants may work up to 10 hours per week during the academic term (Fall and Spring) and may work more hours during school breaks (Winter and Summer).

Responsibilities:

1. Assist in the timely and effective management of the clinic email and phone
2. Perform weekly chart audits to ensure compliance with clinical documentation and billing
3. Communicate effectively and timely with current and prospective clients which may include scheduling appointments or conducting screening interviews
4. Attend, as needed, marketing events
5. Participate and support marketing endeavors such as social media accounts, and email community partners about the clinic's services
6. Manage the checking in and out of assessment kits
7. Support student onboarding and offboarding
8. Support interviewing candidates for practicum placement at the clinic
9. Support management of contracts

2920 Prospect Park Drive, Rancho Cordova, CA 95670
916-686-8668 | psychology.cnsu.edu | psyadmissions@cnsu.edu

Initials_____

California Northstate University



OFFICE OF STUDENT AFFAIRS
AND ADMISSIONS

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Qualifications:

1. Must be enrolled full-time at the CNU College of Psychology
2. Must be at the level of P3 or higher in the program
3. The ability to speak and write clearly and concisely
4. Must be in good standing with the College of Psychology and the University
5. Must receive approval from the Academic Advisor, Asst Dean of Academics, and Asst Dean of Student Affairs
6. Must have well-developed interpersonal skills
7. Must provide evidence of employment eligibility (US citizen, lawful permanent resident, eligible Visa status {J1, FI}, Deferred Action for Childhood Arrivals {DACA})

Wage:

\$18.00 per hour

Students may work up to a total of 10 hours per week during the academic semester, inclusive of hours worked as a TA and/or Tutor.

Interested Applicants Should Submit:

1. A cover letter that addresses qualifications, experience, and interest in the opportunity
2. Resume/CV
3. Please send all application materials to the College of Psychology, Office of Student Affairs, Attention Dr. Veronica Dobson, Veronica.Dobson@cnsu.edu, College of Psychology, 2029 Prospect Park Drive, Ste. 210, Rancho Cordova, CA 95670.

CNU is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.