

Posting: 07/16/2020
Hourly Rate: \$10.50
Status: Non-Exempt, Part-time
30 hours per week



The College of Idaho invites applications for an **Administrative Assistant**. The Administrative Assistant provides general administrative support and customer service for assigned academic program; coordinates office operations and routine administrative activities for the assigned academic program under general supervision; serves as receptionist/contact person for assigned building.

Essential Functions

- Perform routine administrative support duties for assigned program and departmental faculty, including but not limited to:
 - Screen and direct calls; Greet visitors; Respond by telephone or correspondence to frequent inquiries regarding assigned academic programs;
 - Schedule meetings, interviews, or special events; Prepare event arrangements, announcements, agendas, etc.; Maintain assigned academic program calendars;
 - Collect and distribute mail, independently handling routine departmental or assigned program inquiries;
 - Respond to and/or distribute electronic mail, independently handling routine departmental or assigned program inquiries;
 - Create and process expenses reports; Collect and maintain P-card receipts and paperwork; Reconcile invoices; Create and process honorariums and stipends; Track departmental expenditures and monitor budget on a monthly basis;
 - Order supplies, text book desk copies, office and program specific equipment, and arrange for maintenance services;
 - Collect and record course syllabi;
 - Assist with faculty professional travel arrangements, as requested;
 - Make copies;
 - Assist faculty with general classroom or office computer technical assistance and/or work with IT in solving the problem;
- Prepare, proofread, and distribute a variety of documents such as correspondence, spreadsheet or database reports, departmental reports, meeting notices and agendas, division/department/committee meeting minutes, program/department brochures and flyers, event specific programs, student evaluations, etc.
- Create, modify, and/or maintain and archive physical files; Create, modify, and/or maintain and archive electronic records using spreadsheet or database software such as Ellucian's Colleague, Canvas, or Microsoft Office.
- Ensure that assigned academic program and/or departmental records are up-to-date, accurate and accessible. Work with student, staff, and/or faculty involved and follow up to ensure that records are completed and all information is tracked and recorded. May include records maintained in accordance with state, federal, or accreditation requirements.
- Act as building representative for information or notifications; liaison with Special Events and Conference Services regarding scheduling of building; liaison with Facilities regarding building issues and maintenance needs, etc.

- Create and maintain documentation regarding job and routine office activities, establishing procedures, priorities and deadlines within your control. Make recommendations for streamlining or process improvement for those outside your span of control.
- Maintain and update display cases, bulletin and information boards within your assigned building and/or assigned academic programs.
- Assist assigned academic program or department with various projects and activities.
- Serve as exam proctor, as requested.
- Serve as supervisor for work study students; process necessary paperwork, assign work schedules, and ensure allotted time is covered.
- Perform additional duties as assigned.

Knowledge, Skills, and Abilities

- Excellent communication skills, both oral and written, in English
- Knowledge of Microsoft Office suite; understanding of basic database operation
- Knowledge of office support functions including filing, composing a variety of documents, gathering and compiling data and balancing a workload of multiple projects
- Able to establish systems, policies and procedures
- Able to interpret, explain and apply policies
- Detail oriented while adhering to guidelines, performance standards and policies
- Able to work independently as well as collaboratively in a team environment
- Able to maintain a high level of customer service
- Excellent interpersonal and relationship skills to support multiple personalities in a professional manner
- Articulate, high-energy and goal-oriented
- Ability to be flexible, manage multiple tasks and meet deadlines
- Strong work ethic and unquestioned personal integrity

Qualifications

- 2+ years' experience in an office environment
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.
- Bachelor degree, preferred

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current resume, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu Application review will begin immediately; applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho please visit www.collegeofidaho.edu

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.