

Posting: 07/23/2020
Hourly rate of pay: \$10.50
Status: Full-time



The College of Idaho invites applications for an **Administrative Assistant**. The Administrative Assistant provides general administrative support and customer service for the Education, Environmental Studies and Psychology departments. Coordinates office operations, routine administrative activities for the academic programs under general supervision and interface with the Idaho State Department of Education. Serve as receptionist/contact person for assigned buildings.

Essential Functions

- Perform routine administrative support duties for the Education, Environmental Studies and Psychology departments, including but not limited to:
 - Interface with members of the campus community, the general public, other community organizations, and government agencies;
 - Greet visitors; Screen and direct calls;
 - Act as building representative for information or notifications; Liaison with Special Events regarding scheduling of building; Schedule meetings, interviews, or special events; Prepare event arrangements, announcements, agendas, etc.; Maintain assigned academic programs calendars; Liaison with Facilities regarding building issues and maintenance needs, etc.;
 - Collect and distribute mail; Respond to and/or distribute electronic mail;
 - 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;
 - 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;
- Maintain and update display cases, bulletin and information boards within assigned building and/or assigned academic programs.
- Assist assigned academic programs or departments 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

- *Education Department Admin:* Basic knowledge of working with and tracking required information for the Idaho State Department of Education is helpful
- Excellent communication skills, both oral and written, in English
- Proficient in Microsoft Office suite, specifically Word and Excel; 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
- 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
- Ability to be flexible, manage multiple tasks and meet deadlines
- Strong work ethic and unquestioned personal integrity

Qualifications

- 1+ years' experience in an office environment, 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.