

Posted: 04/25/2022

Hourly rate: \$11.75-\$15.66

Status: Non-Exempt, Full-time



[The College of Idaho](#) invites applications for an **Administrative Assistant**. As a member of the [Health & Counseling Services](#) team this position provides administrative support including program specific tasks, serving as a receptionist, maintaining medical files and supervising student employees.

The Administrative Assistant position is customer service centered. While providing a welcoming environment, they are supporting the team by scheduling appointments, data entry and maintenance of student medical records, making copies, filing, organizing, and creating educational hand-outs and distributing marketing materials to the campus community. They will be responsible for coordinating the Wellness Student Drivers Program, and supervising student employees hired to work in the Wellness Center.

The successful candidate will be able to interpret and apply the FERPA and HIPPA regulations. They will be proficient in technology and computer information systems/databases including Microsoft Office Suite. They will possess excellent verbal and written communication skills, as well as unquestionable personal integrity. A High School Diploma or GED is required, and previous experiences as a Medical Assistant and/or Administrative experience in a Wellness/Health field environment is desired. Bilingual (Spanish/English) candidates are encouraged to apply.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidate must be vehicle insurable.

A complete application will include a current résumé, cover letter addressing qualifications for the position, a statement on diversity that articulates a commitment to representation, inclusion, and equity, 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.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

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