

Posted: 12/01/2023

Hourly rate: \$15.00

Status: Non-Exempt, Full-time- 40 hours a week



[The College of Idaho](#) invites applications for an **Administrative Assistant**. Under general supervision, the Administrative Assistant provides administrative support, assists visitors, and coordinates office operations and routine administrative activities for the Orma J. Smith Museum of Natural History and the Whittenberger Planetarium.

The Administrative Assistant position is customer service focused and requires excellent interpersonal skills and the ability to effectively communicate in person, over the phone, and through written correspondence with internal and external constituencies. This position prepares, proofreads, and distributes brochures and event programs; and is responsible for accurately accounting and processing event revenue.

The successful candidate will have a minimum of one year of clerical experience in an office environment. They will be proficient at using technology for communication, record keeping and data management, and be able to work occasional evenings and Saturdays. They will have obtained a college degree or have an equivalent combination of education and relatable experience.

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.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, retirement plan with employer match after one year of employment, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, a 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 132 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.