

Posted: 06/07/2021

Hourly rate: \$16.00-\$17.84

Status: Non-Exempt, Full-time



The College of Idaho invites applications for an **Executive Assistant**. This position is responsible for providing administrative support for the VP for Student Affairs and project support for the [Student Affairs Division](#). This is a strategic member of a dynamic team, where you will have the opportunity to make a difference at [The College of Idaho](#). The anticipated start date is July 26, 2021.

Essential Functions

- Manage VP's calendar; schedule meetings/appointments based on knowledge of VP's responsibilities and issues of importance
- Familiarity with the services provided in the Student Union, and the general functions of each Student Affairs department
- Develop comprehensive knowledge of campus and community resources
- Understand, interpret, and communicate policies and procedures
- Learn to competently navigate the student information system (Colleague)
- Keep office suite clean, orderly, and stocked with supplies
- Provide some oversight of Student Union, including making sure rooms are locked/unlocked; rooms are in good condition and ready for use; weekly room reservation signs are properly posted outside meeting rooms; order repairs/new equipment for game room, etc.
- Oversee College Food Pantry operations.
- Open/close office according to established procedures
- Collect and distribute Student Affairs mail
- Appropriately handle highly sensitive and confidential issues
- Administer mandatory online training course(s) for students, e.g. Title IX, echeckuptogo
- Track purchase card transactions and perform reconciliations
- Coordinate travel arrangements (hotel reservations, air transportation, event registration, etc.) for VP and Student Affairs staff
- Facilitate student Leave of Absence and Withdraw process
- Assist VP for Student Affairs with the development of staff meeting agendas, as well as attend and participate in weekly staff meetings, keep minutes and distribute to SA staff
- Schedule and coordinate facilities and equipment for meetings, workshops and trainings
- Take meeting minutes
- Assist VP in hiring of Student Affairs personnel, coordinate hiring committee meetings, schedule Skype and on-site interviews, contact references
- Research, analyze and compile information to prepare reports at VP's direction
- Gather and organize information for the Student Handbook as requested by VP for Student Affairs
- Update and distribute the College's Emergency Procedures Guidelines as requested by VP for Student Affairs
- Maintain and update Student Affairs Division website as requested by VP for Student Affairs
- Answer incoming phone calls, greeting the public and answering inquiries and providing information on Student Affairs and general C of I programs and functions.
- Assist with clerical aspects of New Student Orientation, the annual Awards Assembly, and other Student Affairs Division programs
- Maintain accurate records and files
- Perform projects and assignments as assigned by VP for Student Affairs

Knowledge, Skills, and Abilities

- Competently represent the College, Student Affairs Division, and VP for Student Affairs in all interactions and duties
- Excellent written and oral communication skills, in English (bilingual desirable).
- Ability to maintain confidentiality
- Excellent telephone management skills
- Ability to perform work functions while politely and respectfully communicating with students, faculty, staff, and visitors in a high traffic area
- Develop and maintain effective relationships with other departments, personnel and students
- Detail oriented while adhering to guidelines, performance standards and policies
- Must possess a strong work ethic and unquestioned personal integrity
- Excellent organizational skills
- Working knowledge of office support functions including word processing, filing, composing a variety of business documents, reception, researching, compiling and summarizing data, and balancing and coordinating a workload of multiple projects
- Ability to work occasional evenings and weekends

Qualifications

- High school diploma or GED equivalent required; Bachelor's degree preferred
- Minimum two years' experience in an executive assistant or similar executive support position **or** three to five years administrative assistant experience with increasing responsibility; experience in a higher education setting preferred
- Proficient with and working knowledge of Microsoft Office and Adobe Acrobat applications
- Basic knowledge of Ellucian Colleague and/or ability to learn software programs quickly
- 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.

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 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.

Priority consideration will be given to applications received by June 18, 2021. 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. [Our Representation, Inclusion & Equity Statement](#)