

Posted: 08/04/2022

Annual Salary: \$38,767.00-\$51,689.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for an **Executive Assistant**. Serving as the Co-Presidents' primary liaison with internal and external customers, this position oversees coordination of the Co-Presidents' schedule and coordinating a variety of Presidential events. This position will also ensure budget oversight and good financial record keeping for the Co-Presidents' budget.

The Executive Assistant position is customer service focused and requires the ability to interact professionally with all constituencies that contact the Co-Presidents' office, while building a knowledge base of key donors and community partners. Serving as the Co-Presidents' liaison to the Board of Trustees and initial contact for the trustees, this position will schedule and coordinate meetings as well as maintain accurate records of all Board deliberations and decisions.

The successful candidate will have at least two years' administrative support experience, possess a comfort level in learning new technology, as well as proficient with Microsoft Office applications. Possess excellent interpersonal skills, as well as the ability to work non-traditional hours (evenings and weekends). A bachelor's degree is preferred, as well as experience in a similar executive support position.

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, cover letter addressing qualifications for the position and a description of the skills and experience you have that will contribute to your ability to successfully work in a diverse campus community. Please also include 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.