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# ADMINISTRATIVE ASSISTANT - DEAN OF STUDENT AFFAIRS

EXEMPT Classification

## College of Eastern Idaho

**Open for Recruitment:** Open until filled. First application review will be held the week of July 30, 2018 – interested candidates are encouraged to apply *as soon as possible*.

**Salary Range:** \$28,000 - \$31,000 Annually - Plus Competitive Benefits

**Location(s):** Idaho Falls

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### GENERAL STATEMENT OF FUNCTION:

To perform a wide variety of administrative support functions for the Dean of Student Affairs; prepare reports and liaison with management, other organizational units, and external entities. Develops, revises and produces the academic catalog and related functions in cooperation with the Dean's and Registrar's Offices. Coordinate the scheduling of academic events and courses that use CEI spaces or resources. Develops and plans the scheduling cycle annually for courses offered for credit (in cooperation with Student Affairs, General Education and CTE), and works with various departments on campus (including the schedulers in the Business Office) to ensure efficient scheduling. Responsible for assisting Dean of Student Affairs in day-to-day operations. Produces the academic catalog and revises based upon needs from Dean and Registrar. Develops and reproduces the academic catalog.

### EXAMPLE RESPONSIBILITIES:

- Assist the Dean of Student Affairs in organizing coordination meetings with direct-report staff and strategic planning meetings.
- Record/type minutes of various meetings
- Coordinates routine and non-routine administrative and clerical activities for Student Affairs under the Dean's direction.
- Compose letters, correspondence, and memos requiring independent judgment as to content.
- Develops the yearly course catalog.
- Collaborates with various entities and departments (inside and outside of the college).
- Works within the Student Affairs Division to maintain the integrity of student records and to comply with college policies, deadlines, and procedures related to student enrollment.
- Compile and analyze information from a variety of sources to prepare reports.
- Schedule and coordinate arrangements for meetings, tours, and conferences

- Using cloud-based technology, maintains a variety of documents and administrative records containing technical information and difficult formats.
- Manage a work-load of important projects.
- Work closely with other student services and enrollment management staff to deliver a wide range of support and customer service functions to students, faculty, and staff.
- Maintain expert-level knowledge of applicable policies, procedures, regulations, rules, statutes, and laws.
- Act as a liaison between their organizational unit and external customers, entities, and stakeholders.
- Some responsibility for financial record keeping including monitoring budgets, preparing financial transactions.
- Ensure and maintain accuracy of courses and events, including but not limited to: time, location, instructor, delivery method, number of credits, restrictions, cost, and special instructions.
- Work closely within the Registrar unit to provide academic scheduling support that influence processes including, but not limited to registration, degree completion, transfer and test credit, transcripts, and enrollment management.
- Attends meetings with the Dean as needed.
- Assist Deans of CTE and General Education in scheduling functions as needed (under the direction of the Dean of Student Affairs).
- Supervise support staff or have lead-work responsibilities.
- Knowledgeable of multiple procedures and program requirements to respond to inquiries, explain department services, policies, procedures, and rationale for decisions to stakeholders.
- Develop the scheduling timeline and work collaboratively with faculty and the CEI community to meet deadlines.
- Capable of maintaining and securing sensitive and personal information and data.
- Enjoys working with students, staff and faculty in a fast-paced environment.

**MINIMUM QUALIFICATIONS:**

- Strong cross-cultural interpersonal and writing skills are necessary, including public speaking skills and ability to represent the college in a positive way to diverse populations.
- Experience with Ellucian Colleague.
- Knowledge of office support functions including word processing, filing, composing a variety of business documents, reception, gathering and compiling data, cloud-based technology, and balancing and coordinating a workload for multiple projects.

**ADDITIONAL DESIRED QUALIFICATIONS:**

- Associate's degree or additional education preferred.

**HOW TO APPLY:**

Electronically submit a completed application packet (**in .pdf or Word format**) to [hr@cei.edu](mailto:hr@cei.edu). The application packet must include the following:

- CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
- Cover Letter
- Résumé or VITA
- Unofficial Transcripts
- Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.**

For additional questions contact: Human Resources at (208) 535-5495 or by email at [hr@cei.edu](mailto:hr@cei.edu)

*AA/EOE/ADA*

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.