



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL:hr@cei.edu

ADMINISTRATIVE ASSISTANT

Non-Exempt Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of July 15, 2018 – interested candidates are encouraged to apply as soon as possible.

Salary Range: \$14.75 - \$15.10 hourly - Full-Time with Competitive Benefits

Location(s): Idaho Falls

GENERAL STATEMENT OF FUNCTION:

To perform a wide variety of secretarial support functions; apply detailed program knowledge in developing and/or maintaining program records systems and/or in collecting information, preparing reports and providing liaison between management, other organizational units, and external customers; perform related work. Record minutes of various meetings and type and disperse meeting-minutes to appropriate members of committees. Assist faculty in order necessary items for their classes and labs.

EXAMPLE RESPONSIBILITIES:

- These positions perform a wide variety of secretarial functions.
- Incumbents are delegated the authority to coordinate non-routine secretarial and clerical activities.
- Incumbents compose letters, correspondence, and memos requiring independent judgment as to content.
- Work with Dean to organize fall/spring/summer schedule
- Assist with scheduling programs and courses for CEI.
- Compile and analyze information from a variety of sources to prepare reports.
- Utilize word processing equipment and/or computers to create, process, and maintain a variety of documents and administrative records containing technical information and difficult formats.
- Schedule and coordinate arrangements for meetings, tours, and conferences.
- Incumbents act as a liaison between their organizational unit and external customers.
- Incumbents must be knowledgeable of multiple procedures and program requirements to respond to inquiries, explain department services, policies, procedures, and rationale for decisions to customers.
- Incumbents may perform legal secretarial support functions and apply knowledge of the legal system to prepare and process legal documents. Responsibility for financial record keeping including monitoring budgets, preparing financial transactions.

- Supervise support staff or have lead-work responsibilities.

ASSIGNMENT RESPONSIBILITIES INCLUDE:

Talk to prospective students about the college, its programs, and the admissions process. Help create college marketing materials. Set up college materials at on and off campus events. Give campus tours and presentations to prospective students of all ages. Other related duties as assigned.

MINIMUM QUALIFICATIONS:

Good knowledge of: office support functions including word processing, filing, composing a variety of business documents, reception, gathering and compiling data, and balancing and coordinating a workload for multiple projects.

HOW TO APPLY:

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

1. CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. 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

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.