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Idaho Falls, ID  
(208) 524-3000

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

EMAIL:[hr@cei.edu](mailto:hr@cei.edu)

# OFFICE SPECIALIST II

## NON-EXEMPT Classification

### College of Eastern Idaho

**Open for Recruitment:** Open until filled. First application review will be held the week of August 24, 2018 – interested candidates are encouraged to apply *as soon as possible*.

**Salary Range:** \$29,120 - \$30,492 Annually - Plus Competitive Benefits

**Location(s):** Idaho Falls

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#### GENERAL STATEMENT OF FUNCTION:

Incumbent will provide a variety of office support or secretarial functions which require an in-depth knowledge of assigned program areas; perform related work.

#### EXAMPLE RESPONSIBILITIES:

- Incumbents in this class perform a wide range of office support functions using independent judgment in applying existing policies and procedures to complete assignments. This involves knowledge of multiple procedures and program guidelines to make decisions. Decisions cover a variety of tasks. Incumbents respond to non-routine inquiries and explain department services, policies, procedures, and rationale for decisions to customers. Incumbents typically utilize a variety of computer operations to complete daily assignments.
- Incumbents may perform office support or secretarial duties such as composing correspondence; creating, reviewing, and processing documents and records; identifying and correcting errors and omissions on documents received from staff, departments and/or public; and maintaining records. They may schedule appointments or services and make meeting and travel arrangements.
- Incumbents will assist with registering workforce training and community education students in addition to supporting credit-based student services.
- Incumbents may supervise staff or have leadwork responsibilities. Other duties as assigned by the Dean of Student Affairs.
- Entering admission applications, incoming transcripts, and test scores  
Helping with campus events
- Mail- Outgoing and incoming
- CEI Transcripts-Outgoing
- Printing ID cards for students, faculty, & staff

- Assisting faculty and staff when needed

**MINIMUM QUALIFICATIONS:**

- Good knowledge of: rules of effective business English usage, spelling, punctuation, and grammar.
- Experience: using alphabetical, numerical, or subject filing systems to include determining file names, setting up new files, classifying, labeling, filing, and retrieving; reviewing documents for compliance with established procedures; using a computer to enter and retrieve information; answering a business telephone using knowledge of business telephone procedures and etiquette.

**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:

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](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.