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Non-Classified
Opening

ADMIN ASST 1

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be the week of September 25, 2017 – interested candidates are encouraged to apply as soon as possible.

Part-Time/Temp - \$10.00 - \$12.00 Hourly

Location(s): Idaho Falls

SPECIAL NOTIFICATION: Incumbent will report directly to the Career Placement/Recruitment Coordinator. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

CLASS PURPOSE: 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. Assist the Career Placement/Recruiter Coordinator as a liaison for the College.

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.
- 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 OR REQUIREMENTS:

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.

PHYSICAL DEMANDS INCLUDE:

Position requires frequent periods of standing while serving students at the check in counter and walking to and from the computer lab to log students into testing programs.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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. State of Idaho Employment Application (located at <http://www.eitc.edu/falcons/resources/HR/hrstateofidahoemploymentapp.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
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.