

**Administrative Coordinator  
University of Idaho**

Direct Link: <https://www.AcademicKeys.com/r?job=123275>

Downloaded On: Jul. 16, 2019 10:43am

Posted May 10, 2019, set to expire Aug. 31, 2019

<b>Job Title</b>	Administrative Coordinator
<b>Department</b>	
<b>Institution</b>	University of Idaho Moscow, Idaho
<b>Date Posted</b>	May 10, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services Student Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1454458">https://apptrkr.com/1454458</a>

**Apply By Email**

**Job Description**

University of Idaho

Administrative Coordinator

Location: Moscow

Division/College: Enrollment Management

Employee Category: Classified

Pay Range: \$15.70 per hour or more depending on education and experience

## Administrative Coordinator University of Idaho

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Full/Part Time: Full Time

### Position Summary:

The Administrative Coordinator is responsible for providing program assistance to military and veteran students, the Veterans' Advisor, and the Director of Military and Veteran Services. This position maintains records and databases; prepares reports; and supports student success by collaborating with other University staff and making referrals to University departments including Financial Aid, Student Accounts, Registrar's Office, Counseling & Testing Center, Admissions Office/Campus Visits, and academic affairs departments, and as required by the Veterans Administration and other external local and state organizations. This person will assist with organizing and implementing all aspects of events for the program, ensuring program compliance with university policies and procedures. This position requires the ability to work with minimal supervision in a high-volume, fast-paced environment; professionalism, confidentiality, and exercising good judgement are essential.

### Minimum Qualifications:

Experience providing office support functions such as working with databases, customer service, clear communications, word processing, spreadsheet, presentation software, researching, compiling and summarizing data for reports, filing and maintaining records

Customer service experience interpreting and explaining complex information to a diverse clientele

Experience coordinating activities and actions requiring complex assessment, planning, and decisions

### Preferred Qualifications:

#### Bachelors Degree

- Experience working in higher education with adult student populations

Experience working with Veterans or military service members

Knowledge of Veterans education benefits

Familiarity with University of Idaho policies, procedures and Banner student modules campus

Experience with web page design and managing social media profiles

Counseling experience/skills

### Physical Requirements & Working Conditions:

Posting Number: SP002169P

Posting Date: 04/29/2019

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Closing Date:

Open Until Filled: Yes

Special Instructions:

This position is open until filled, however, applications received by May 14, 2019 will receive first consideration.

Position will remain open until a sufficient pool of candidates is identified.

In addition to the online application, please submit a resume and a detailed letter of qualification addressing all of the minimum and preferred qualifications.

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [url=https://apptrkr.com/1454458]jobs.uidaho.edu

EEO Statement

University of Idaho is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

University of Idaho

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