

Management Assistant
University of Idaho

Direct Link: <https://www.AcademicKeys.com/r?job=123538>

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Posted May 17, 2019, set to expire Aug. 31, 2019

Job Title	Management Assistant
Department	
Institution	University of Idaho Moscow, Idaho
Date Posted	May 17, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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Job Description	

University of Idaho

Management Assistant

Location: Moscow

Division/College: President's Area

Employee Category: Classified

Pay Range: \$15.00 per hour or higher commensurate with experience

Full/Part Time: Full Time

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Position Summary:

The management assistant provides direct senior administrative support and office management for the Office of Equity and Diversity (OED) and the Office of Tribal Relations (OTR). The overall functions of this position will manage fiscal and budget components of OED and OTR and other reporting units to OED and OTR. Functions include fiscal monitoring, forecasting and advising regarding use of funds, travel, confidential tasks, and performing human resource related duties for all classified and temporary help. The management assistant will coordinate communications for OED and OTR; assist the CDO/ED in meeting diversity and tribal obligations; supervise and schedule temporary and student staff, and other functions as necessary to provide office support. Due to frequent interactions with members of the Latino population, the successful candidate must be able to read, write, and speak Spanish fluently.

Minimum Qualifications:

- 1 year of administrative or programming support experience;
- Bilingual in Spanish with the ability to read, write and speak fluent Spanish;
- Experience interpreting, applying, and explaining complex information such as regulations, policies, or services;
- Experience performing liaison activities in work settings;
- Experience coordinating activities requiring complex arrangements;
- Experience composing and editing a variety of business documents with quality and a high level of accuracy;
- Proficiency with Microsoft office programs;
- Experience researching, compiling, and summarizing data;
- Demonstrated experience understanding and discernment related to confidentiality.

Preferred Qualifications:

- A.A. or B.S. degree in Spanish, English, Communications, or related field;
- High level of computer software skills including Banner database experience;
- Financial and travel processing experience and/or ability;
- Experience and knowledge to apply the University of Idaho policies, regulations and administrative procedures;
- Ability to independently solve problems and take initiative appropriately;
- Excellent knowledge of practices, protocols, and equipment used in office support functions;
- Demonstrated experience with multicultural/international populations;
- Evidence of strong interpersonal skills and professional demeanor;

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Evidence of high organizational skills and prioritization ability;
Experience working with Tribal governments;
Experience working with underrepresented populations;
Good knowledge of the University of Idaho.

Physical Requirements & Working Conditions:

Posting Number: SP002187P

Posting Date: 05/14/2019

Closing Date:

Open Until Filled: Yes

Special Instructions:

Individuals interested in applying for this position should include a letter that addresses the required and preferred qualifications as applicable along with a current resume.

Application materials received by June 17, 2019 will receive first consideration.

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

To apply, please visit: [\[url=https://apptrkr.com/1460504\]](https://apptrkr.com/1460504)jobs.uidaho.edu

EEO Statement

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

 <https://www.joblephant.com/img.php?id=1460504&image=logo>

Contact Information



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

Please see the job description for contact details pertaining to this university job announcement.