

**Administrative Assistant
University of Idaho**

Direct Link: <https://www.AcademicKeys.com/r?job=136167>

Downloaded On: Apr. 6, 2020 7:57am

Posted Jan. 14, 2020, removed Feb. 27, 2020

Job Title	Administrative Assistant
Department	
Institution	University of Idaho Moscow, Idaho
Date Posted	Jan. 14, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/1768958
Apply By Email	
Job Description	

University of Idaho

Administrative Assistant

Location: Twin Falls, Off Campus Location - Twin Falls R & E Center

Division/College: Col of Agricultural & Life Sciences

Employee Category: Classified

Pay Range: \$14.27 per hour or higher depending on experience

Full/Part Time: Full Time

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Position Summary:

Perform a variety of administrative support functions at the Twin Falls Research and Extension Center and Central District Office. Apply detailed program knowledge and applications in developing and maintaining records systems, and/or in collecting information, preparing reports, and providing liaison between management, other organizational units, and external customers.

The employee will be the first point-of-contact in the office which includes answering the telephone, directing telephone and walk-in clientele to the appropriate faculty, personnel or program, and responding to routine inquiries. Employee will use a variety of computer operations to complete daily assignments.

Minimum Qualifications:

- High school diploma, completion of high school equivalency or GED.
- Two years of experience providing administrative support in a team work environment including word processing, filing and composing a variety of business documents.
- Experience working in a high demand office with constant interruptions and changing priorities.

Preferred Qualifications:

- Approximately 2 years of experience in an office environment.
- Experience using advanced functions of Microsoft Word, Excel and Outlook and other word processing and database management software.
- Experience editing and proofreading material for correct spelling, punctuation and grammar.
- Experience setting up and keyboarding in final form a variety of technical, difficult material such as statistical or scientific reports and other various documents.
- Experience working well with others and displaying a professional attitude in dealing with people.
- Experience in University policies and procedures.
- Experience displaying good phone etiquette and using a multi-line phone system.
- Experience with university-specific software including: Banner, PeopleAdmin, ChromeRiver and SiteCore.

Physical Requirements & Working Conditions:

Posting Number: SP002382P

Posting Date: 01/09/2020

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Closing Date:

Open Until Filled: Yes

Special Instructions:

Please provide a resume, cover letter and three (3) references with online application.

Applications received by Sunday, February 2, 2020, will receive first consideration. Position will remain open until a suitable candidate is identified.

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

To apply, please visit: [\[url=https://apptrkr.com/1768958\]jobs.uidaho.edu](https://apptrkr.com/1768958]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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