

**Administrative Specialist  
University of Idaho**

Direct Link: <https://www.AcademicKeys.com/r?job=98491>

Downloaded On: Jun. 18, 2018 5:30am

<b>Job Title</b>	Administrative Specialist
<b>Department</b>	TRIO Pre-College Projects
<b>Institution</b>	University of Idaho Moscow, Idaho
<b>Date Posted</b>	Oct. 12, 2017
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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<b>Job Description</b>	

University of Idaho

Administrative Specialist

Location: Moscow

Division/College: College of Education

Employee Category: Classified

Pay Range: \$14.76 per hour + DOE

Full/Part Time: Full Time

## Administrative Specialist University of Idaho

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### Position Summary:

The Administrative Specialist performs administrative and office support activities for Nations Upward Bound and STEM Upward Bound. Functions of this position include: maintaining project budgets, coordinating project(s) fiscal operations; auditing participant and project records; providing logistical support; and informing the development and maintenance of the unit's (TRIO-INSPIRE) office support policies and procedures.

TRIO-INSPIRE in the College of Education is a team committed to fostering equity through access to transformational education and personalized support for our scholars. We value and sustain a professional environment that is vibrant, healthy, and supportive, in line with the University of Idaho's vision of Building Our Team. Our core values are Commitment, Inclusion, Transformation, Intention and Collaboration: committed to be present and invested in our shared success, inclusive of the unique perspectives of all people and cultures, fostering a transformative mindset that sustains life-long learning, intentional in what we do, collaboratively engaging in meaningful relationships as allies and advocates.

### Minimum Qualifications:

High school diploma or equivalent

Experience in maintaining, compiling, analyzing, and summarizing data for the purpose of reporting project outcomes and informing ongoing project improvement;

Advanced computer skills and good knowledge of office support functions including database management, search engine navigation, office support software (Windows), filing, composing a variety of business documents, and reception;

Excellent oral and written communication skills, including editing and proofreading skills;

Strong interpersonal skills resulting in the ability to establish and maintain effective working relationships with supervisors, colleagues, and student staff;

Experience in navigating and applying relevant policies and procedures;

Excellent organizational and time management skills resulting in the ability to work effectively and efficiently in a multi-tasking environment.

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Preferred Qualifications:

Bachelors degree

Experience working in a higher education setting, preferably in an academic department;

Experience: interpreting, applying and explaining complex information such as regulations, policies or services;

independently solving problems/performing liaison activities in a work setting; coordinating activities requiring complex arrangements;

Experience in using UI administrative/finance software and in using databases for information storage and retrieval;

Knowledge of: University of Idaho's TRIO Programs and the population they serve;

Knowledge of the regulations and legislation governing TRIO programs;

Understanding of the socio-economic/educational/cultural characteristics of the populations served.

Physical Requirements & Working Conditions:

Requires: working evenings and weekends when necessary, and occasional overnight travel.

Posting Number: SP001591P

Posting Date: 10/10/2017

Closing Date:

Open Until Filled: Yes

Special Instructions:

The successful candidate will be expected to: 1) espouse the core values of the unit; 2) maintain confidentiality and comply with FERPA and HIPAA regulations; 3) satisfactorily complete a criminal history background check, 4) commit to establishing and maintaining a culture of zero-tolerance for

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physical, emotional, and sexual abuse of minors, and opt out of participation in TRIO-INSPIRE programming if the zero-tolerance standard cannot be committed to or maintained; 5) able to work some weekend and evening hours, and 6) participate in occasional overnight travel.

The position is contingent upon the continuation of work and/or funding.

In your letter of qualification, please address all minimum and desirable qualifications thoroughly, including relevant information on when and how qualifications were met.

First review of applications will be on October 24, 2017.

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

To apply, please visit: [\[url=http://apptrkr.com/1102255\]](http://apptrkr.com/1102255)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**

TRIO Pre-College Projects  
University of Idaho

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