

Department Manager - Engineering  
University of Idaho

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<b>Job Title</b>	Department Manager - Engineering
<b>Department</b>	Civil Engineering
<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>	Director/Manager Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="http://apptrkr.com/1102102">http://apptrkr.com/1102102</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

University of Idaho

Department Manager - Engineering

Location: Moscow

Division/College: College of Engineering

Employee Category: Classified

Pay Range: \$16.67 per hour or higher commensurate with experience

Full/Part Time: Full Time

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Position Summary:

Assisting the Department Chair, Faculty, and students in all aspects of department business, requiring in-depth knowledge of University of Idaho's policies and procedures regarding students, hiring, purchasing, events, and travel, among others.

Minimum Qualifications:

1- 2 years administrative or finance support experience;  
Experience interpreting, applying, and explaining complex information such as regulations, policies or services;  
Experience coordinating activities requiring complex arrangements;  
Experience composing and editing a variety of documents with high level of accuracy;  
Proficiency with Microsoft office programs, especially Excel;  
Experience researching, compiling, and summarizing data;  
Evidence of high organizational skills and prioritization ability;  
Ability to independently solve problems and take initiative appropriately;  
Demonstrated understanding and discernment related to confidentiality.

Preferred Qualifications:

B.S. degree + 2- 5 years of relevant experience;  
High level of computer software skills including Banner;  
Financial and travel processing experience;  
Experience and knowledge to apply the University of Idaho policies, regulations and administrative procedures;  
Evidence of strong interpersonal skills and professional demeanor.

Physical Requirements & Working Conditions:

Posting Number: SP001537P

Posting Date: 08/30/2017

Closing Date:

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Open Until Filled: Yes

Special Instructions:

Application Procedure: To apply, complete the online application <http://www.uidaho.edu/human-resources/jobs> and provide the following: (1) resume, (2) letter of qualification.

Applications received by October 26, 2017 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: [\[url=http://apptrkr.com/1102102\]](http://apptrkr.com/1102102)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**

Civil Engineering  
University of Idaho

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