

# Administrative Assistant Senior

## Position Details

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<b>Posting Number</b>	SP002952P
<b>Position Title</b>	Administrative Assistant Senior
<b>Location</b>	Moscow
<b>Division/College</b>	University Research (Div)
<b>Department</b>	University Research
<b>FLSA Status</b>	Overtime Eligible
<b>Employee Category</b>	Classified
<b>Pay Range</b>	\$18.79 per hour or higher depending on experience
<b>Type of Appointment</b>	Fiscal Year
<b>FTE</b>	1.0
<b>Full Time/Part Time</b>	Full Time

**Position Overview** Reporting to the Assistant to the Vice President for Research and Economic Development, this position is responsible for providing broad, confidential administrative support including managing the calendars and travel for some senior personnel within the unit, organizing internal and external meetings, general office reception, managing the flow of correspondence, maintaining the administrative files and records of the office and gathering and compiling information on a variety of topics.

This position will serve as the Affirmative Action Coordinator for the Office of Research and Economic Development (ORED) and be in charge of conducting all searches and onboarding.

This position will also serve as the administrative assistant for other units within ORED.

**Unit Overview** The Office of the Vice President for Research and Economic Development governs the research enterprise for the University of Idaho. The oversight includes Sponsored Programs, Research and Faculty Development, Technology Transfer, and Research Assurances along with several Centers and Institutes throughout the state.

### Funding

**A visa sponsorship is available for the position listed in this vacancy.** Uncertain

### Internal Posting?

### Position Responsibilities

**Key Accountability** Provide administrative support to the Vice President's office by:

### Job Duties

- Scheduling meetings and travel. Drafting agendas, collecting materials and distributing meeting materials to attendees, and preparing briefing packets as needed. ORED event planning, compiling event registrations, ordering meals or refreshments, securing meeting rooms, providing Zoom capabilities, and taking meeting notes as appropriate;
- Acting as a point of contact for the office, serving as liaison with internal and external individuals and groups, greeting visitors, screening and directing visitors, answering phones, in-person and email inquiries and providing appropriate information, accepting and distributing materials received in the office;

- Serving as knowledge expert on the topic and be the primary point of contact for inquiries and dissemination of information on Research Council, performance reviews, employee files, and monthly PI recognition.
- Managing a variety of administrative special projects that may have university or state-wide impact.
- Performing high-level assignments, often in a confidential manner.
- Recording and processing highly sensitive and confidential information.
- Serving as liaison with administrators, alumni, faculty, staff, and external constituents in order to increase ORED coordination, communications, responsiveness, and effectiveness.
- Developing and maintaining electronic and paper-based filing systems for working documents and records of the office that adhere to university and state retention requirements, many of which are confidential and/or institutional records of executive leadership activities.

**Key Accountability**

Serve as Affirmative Action Coordinator and Search Coordinator by:

**Job Duties**

- Serving as recruitment AAC for entire research division. Provide administrative support for human resource functions, such as attending AAC meetings, serving as coordinator and staffing searches, processing materials through the PeopleAdmin system and maintaining records.
- Completing all onboarding functions from beginning to end for all new employees.

**Key Accountability**

Serve as administrative assistant for other units within our office by

**Job Duties**

- Answering phones and routing calls to the appropriate areas.
- Attending meetings and notetaking.
- Keeping records.
- Assisting with projects as needed.

**Key Accountability**

Contribute to the overall success of the office by:

**Job Duties**

- Researching and compiling data.
- Performing additional tasks and assisting with special projects and events as assigned to advance the goals and initiatives of the office.
- Being cross trained in order to provide backup support for the other administrative support personnel within the office as requested.
- Maintaining a working environment that supports the goals and objectives of the University of Idaho and the Office of Research and Economic Development.
- Providing leadership, support, direction, and training for office staff across the division to ensure smooth and efficient processes as they interface with the Office of the Vice President for Research and Economic Development.
- Maintaining professional and technical knowledge of the position for the office by maintaining a procedures manual, division lists and online directory items.
- Supervising temporary help and work study students.

**Key Accountability**

Contribute to the overall benefit of the University of Idaho by:

**Job Duties**

- Serving on university committees as appropriate.
- Attending educational workshops and classes to improve knowledge and skills.
- Providing backup administrative assistance for other units within ORED during times of absence.
- Attending web training to make changes to ORED web pages.

**Required Experience**

**Experience:**

- 1 year experience providing administrative support
- Interpreting and applying regulations or policies and procedures
- Planning, organizing, implementing and evaluating special projects
- Independently researching, compiling, developing and summarizing material for reports
- Analyzing information, identifying problems, defining alternatives and developing recommendations for management/administrators
- Maintain discretion in handling confidential materials and information as demonstrated in past

job experience  
• Experience in managing a multi-step deadline-driven process

**Required Education** • GED or high school diploma

**Required Licensures, Certifications or other**

**Additional Preferred**

**Experience:**

- Four years of administrative support experience preferably in an academic environment
- Proficient with the Banner finance and human resource modules
- Maintaining electronic and paper-based filing systems

**Knowledge of:**

- Good knowledge of Microsoft Word, Outlook, Excel, PowerPoint and similar programs
- University policies and procedures
- Business telephone etiquette
- Office support functions
- Rules of effective business English usage, spelling, punctuation and grammar

**Professional skills:**

- Willingness to contribute to team effort to achieve the goals of the Division.
- Sitecore experience
- Exceptional oral and written communication
- Adapt to changing priorities and be responsive to immediate needs
- Balance and coordinate workload for multiple projects

**Physical Requirements**

**Working Conditions**

**Degree Requirement** Listed degree qualification is required at time of application.

**Posting Date** 08/02/2021

**Closing Date**

**Open Until Filled** Yes

**Special Instructions to Applicants** Applications will be reviewed on an ongoing basis.

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

**EEO Statement** The University of Idaho (U of I) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, U of I does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information or status as any protected veteran or military status in its programs or activities, including employment, admissions and educational programs.

## Applicant Documents

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### Required Documents

1. Resume/CV
2. List of References
3. Letter of Qualification

### Optional Documents

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?

- Academic Keys
- Association of Public and Land Grant Universities (APLU)
- Chronicle of Higher Education
- Craig's List
- Department of Labor/Job Service including Job Central or Idaho Works
- Facebook
- Higheredjobs.com
- Higher Education Recruitment Consortium (HERC)
- Indeed.com
- LinkedIn
- National Association of State Universities and Land-Grant Colleges (website)
- Newspaper
- Professional Listservs (Ex: NACUBO, AAAE, ISMC, ect.)
- UI Employee
- UI Register
- University of Idaho Website
- Veterans in Higher Ed
- Diverse: Issues in Higher Education
- Word of Mouth
- Other Advertising Venue