

Posted: 04/17/2024
Hourly range: \$19.17 - \$21.31
Status: Non-Exempt, Full-time



[The College of Idaho](#) is currently seeking an **Executive Assistant** to provide administrative support to the Vice President of Athletics. The role includes overseeing the coordination of the Athletic department operations and acting as the primary liaison between internal and external parties. This is an exciting opportunity to join our team and contribute to the success of the Athletic department.

The Executive Assistant position is customer service focused and requires the ability to establish and maintain effective working relationships with all constituencies while ensuring that confidentiality is maintained at all times. This position will manage the VP's calendar, assist in maintaining the department's master schedule, maintain current and archived records per regulatory requirements, and collect data for the VP to prepare required reporting, as well as assist in the management of departmental budgets.

The successful candidate will have at least three years' executive assistant experience, or five years administrative assistant experience with increased responsibilities. They will possess a comfort level in learning new technology and understanding basic database operations, as well as proficiency with Microsoft Office 365 applications. Ability to prioritize and meet deadlines, and be adaptable to changing priorities. Excellent interpersonal skills, as well as the ability to work non-traditional hours (evenings and weekends) required. Previous experience in higher education or a sports administration setting is preferred.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidates must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, a statement on diversity that articulates a commitment to representation, inclusion, and equity, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. Application review will begin immediately. Applications will be accepted until suitable candidates are selected.

With over 132 years of history, the College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.