



We are currently seeking a creative, well organized **Administrative Assistant** to join the Special Events and Conference Services team. This position will provide general administrative support, reception, and customer service for the department; assist in the set-up and breakdown of functions and support the general execution of on-campus and off-campus special events and conference services.

Essential Functions

Events & Conference Support

- Assist in the set-up and breakdown of functions
- Check rooms for readiness, cleanliness, and maintenance issues at least twice a month
- Assist with décor planning and set up for campus events; Research items to purchase/rent/borrow for events.
- Provide accurate electronic calendar records of meeting times and locations
- Create and organize nametags and place cards for special events
- Prepare, proofread, and distribute a variety of documents such as correspondence, spreadsheet or database reports, departmental reports, meeting notices and agendas, division/department/committee meeting minutes, program/department brochures and flyers, event specific programs, student evaluations, etc.
- Arrange and coordinate volunteers for special events: Assist in the supervision of volunteers as requested.
- Work select events to support conferences and special events, as required
- Assist with capital campaign events
- Participates in hospitality of prospective external clients
- Assist with special projects (sewing, lettering, etc.) as assigned

Administrative support

- Provide administrative support for departmental staff including but not limited to copying, filing, preparation/coordination of bulk mailings, collecting and distributing mail, and maintaining and ordering office supplies.
- Answer phones and assist with management of Events e-mail account
- Submit payment requests to Business Office; assist with invoicing, ageing, and payments.
- Assist with creating and updating office materials (Conference in-room materials, posters, etc.)
- Perform data entry into AuctionTracker and EMS
- Assist with the compilation of weekly campus events committee meeting agenda. Take minutes for same meeting and distribute as requested.
- Provide weekly coordination and distribution of the facility usage and rental calendar; provide back-up maintenance of the facility usage and rental calendar.
- Monitor Special Events & Conference Services inventory and order supplies as needed
- Organize staff work room, cabinets, kitchen, storage areas and general office space
- Assist and provide back-up to the Director and Event Coordinators

Additional duties as assigned

Knowledge, Skills, and Abilities

- Excellent communication skills, both oral and written, in English

- Knowledge of Microsoft Office suite
- Must be self-motivated, willing to work independently
- Ability to work evenings and weekends as required
- Detail oriented while adhering to guidelines, performance standards and policies
- Excellent customer service, phone management, and interpersonal skills
- Must possess a strong work ethic and unquestioned personal integrity
- Superior skill in attention-to-detail. Excellent proofreading and editing skills
- Creative and energetic

Qualifications

- High school diploma or equivalent.
- Minimum of six months in an office environment, prior experience in event planning setting preferred.
- Skilled in word processing and data entry, ability to ensure timeliness and accuracy of entries
- Ability to work non-traditional hours such as weekends and evenings as needed
- Ability to be flexible, adapt to changing priorities
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current resume, 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.

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