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Non-Classified  
Opening

# **ABE ADMIN ASST 1**

## **Non-Classified Classification**

### **College of Eastern Idaho**

**Open for Recruitment:** Open until filled. First application review will be the week of November 20, 2017 – interested candidates are encouraged to apply as soon as possible.

**Full-Time/30-40hrs**  
**Wage: \$12 - \$15.50**

**Location(s): Idaho Falls**

**SPECIAL NOTIFICATION:** Incumbent will report directly to the Adult Basic Education Division Manager. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**CLASS PURPOSE:** To perform a wide variety of secretarial support functions; apply detailed program knowledge in developing and/or maintaining program records systems and/or in collecting information, preparing reports and providing liaison between management, other organizational units, and external customers; perform related work. At this level incumbents operate independently and apply detailed organizational or program knowledge.

#### **ASSIGNMENT RESPONSIBILITIES INCLUDE:**

Provides administrative support related to the ABE Division Manager, including: Entry of student registration information into the ABE IMAS database; Quality control of all data entered into the database; Entry of user and class information into the database; Accurate filing of attendance records; Printing of reports; Management of CASAS and GAIN testing sessions; Maintain accurate ABE textbook inventory information; Act as back-up to the ABE front desk person; Perform other related assignments as directed by the ABE Manager.

#### **MINIMUM QUALIFICATIONS OR REQUIREMENTS:**

Good knowledge of: Microsoft Word, Excel, and Outlook; customer service to students and faculty; rules of effective business English usage, spelling, punctuation, and grammar.

Experience: using a computer to enter and retrieve information including into a database; reviewing documents for compliance with established procedures; using

alphabetical, numerical, or subject filing systems to include determining file names, setting up new files, classifying, labeling, filing, and retrieving;  
Answering a business telephone and walk-in inquiries using knowledge of business telephone procedures and etiquette.

**PHYSICAL DEMANDS INCLUDE:**

This is largely a sedentary role; however, some moving of books, and some filing and data entry is required. This would require the ability to lift short stacks of books and files, open filing cabinets, bend or stand as necessary.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**HOW TO APPLY:**

Electronically submit a completed application packet (in .pdf or Word format) to [hr@cei.edu](mailto:hr@cei.edu). The application packet must include the following:

1. College of Eastern Idaho Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
4. Unofficial Transcripts
5. Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.**

For additional questions contact: **Human Resources at (208) 535-5495** or by email at [hr@cei.edu](mailto:hr@cei.edu)

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.