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Idaho Falls, ID  
(208) 524-3000

WEBSITE:  
<http://www.cei.edu/hr>

EMAIL:[hr@cei.edu](mailto:hr@cei.edu)

# ROOM SCHEDULER and CASHIER

## NON-EXEMPT

### College of Eastern Idaho

**Open for Recruitment:** Open until filled. First application review will be held the week of January 11, 2019 – interested candidates are encouraged to apply *as soon as possible*.

**Salary Range:** \$14.74 - \$15.50 hourly - Full-Time with Competitive Benefits

**Location(s):** Idaho Falls

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#### GENERAL STATEMENT OF FUNCTION:

Provides a variety of high level program support functions; reviews and processes documents; determines and explains compliance with laws, rules, regulations and policies and takes appropriate action; maintains a manual or computerized records system; performs related work.

#### EXAMPLE RESPONSIBILITIES:

- Incumbent will gather information, make decisions, resolve problems, and respond to inquiries. They utilize independent judgment and discretion as to the methods, policies, and procedures used to complete assignments. Incumbents conduct involved searches that may require accessing and selecting multiple information sources or contact with clients, vendors, or outside sources to obtain information. Incumbents perform specialized support work that involves an extensive in-depth knowledge of the program;
- Incumbent will generally review, evaluate, approve, and process records and/or documents; determine acceptability or conformance to eligibility requirements according to rules, regulations, statutes, and program policies and procedures; explain requirements, processes, and procedures to customers; manipulate and update manual and/or computerized records systems; and develop reports;
- Incumbent may have lead work responsibilities;
- Room Scheduler – provides event scheduling for College & General Public. (and backup to Cashier);
- Accounts Payable and Accounts Receivable;
- Determine cost allocations;
- Other related duties as assigned.

#### MINIMUM QUALIFICATIONS:

- Experience: monitoring a records system to identify and correct errors; researching a variety of sources to resolve problems; interpreting, explaining and applying regulations, laws, or complex policies to carry

out assignments; entering and retrieving data using a computerized records system;

- Successful experience in: Accounts Payable and Receivable, cashiering, customer service.

**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. CEI Employment Application (located at <http://www.cei.edu/hr>)
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.