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Idaho Falls, ID
(208) 524-3000

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

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TECHNICAL RECORDS SPECIALIST I for FINANCIAL AID

NON-EXEMPT Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of August 20, 2018 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$22,880 - \$24,960 Annually - Plus Competitive Benefits

Location(s): Idaho Falls

GENERAL STATEMENT OF FUNCTION:

Incumbent will provide 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.

This classification is distinguished from the Office Specialist 2 by the requirements for extensive research, analysis, problem solving, and greater use of judgment in determining an appropriate course of action. Incumbents are given considerable latitude in interpreting and applying laws and regulations and determining if programmatic requirements have been met. The incumbents generally have expertise in a single program area. These positions typically perform minimal secretarial support, the focus of the positions is on record keeping.

EXAMPLE RESPONSIBILITIES:

- Incumbents 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 which 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.
- Incumbents 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.
- Financial Aid initial point of contact. Receives all Financial Aid documents, scans, and enters into student database.
- Manages electronic Financial Aid files.

- Monitors and responds to financial aid email. Answers and routes financial aid telephone calls.
- 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.

HOW TO APPLY:

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

1. CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter
3. Résumé or VITA
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

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.