



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://cei.edu>

EMAIL:hr@cei.edu

Non-Classified Opening

ADMISSIONS CLERK

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of December 11, 2017 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$10.00 - \$12.00 hourly - Part- Time 19.5 hours per week

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:

This position is a great fit for an individual that thrives on interacting with College staff, faculty and students. If you enjoy assisting others, then we want you on our team.

Incumbent will perform a variety of office support or secretarial functions which require an in-depth knowledge of assigned program areas; perform related work.

EXAMPLE RESPONSIBILITIES:

- Processes incoming applications including entering test scores, notifying applicants of missing items;
- Enter transcripts;
- Create files after checking Catema, Sooner & Archive;
- Locate files for counselors, if needed
- Scanning;
- Check obituaries to close files;
- Back-up for mail;
- Back up for campus tours, if needed;
- In-coming mail;
- Name Changes (front desk/reception)
- Other related duties.

MINIMUM QUALIFICATIONS:

- **Experience:** Using alphabetical, numerical, or subject filing systems to include determining file names, set up files, classifying, labeling, filing and retrieving; reviewing documents for compliance with established procedures, using a computer to enter and retrieve information, answering the business telephone using knowledge of business telephone procedures and etiquette.

- Good knowledge of: rules of effective business communication skills, grammar, and written skills.

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. State of Idaho Employment Application
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.