



Posted: 11/4/2025
Hourly Range: \$15.00 - \$15.66
Status: Non-Exempt, Full-time

The College of Idaho is seeking an experienced **Operations Administrative Assistant** to provide direct support to the Associate Vice President of Operations while assisting a diverse range of departments within the larger Operations division, including Events, Facilities, Academic Support, and High Impact Practices. This is a dynamic, blended role that requires the ability to manage traditional office duties alongside practical, hands-on operational assistance, particularly for campus events. The position is essential for maintaining efficiency and coordination across key institutional functions, serving as a critical organizational and administrative link within the college's operational structure.

The primary duties of this role involve providing comprehensive administrative support to the AVP of Operations, which includes managing their schedule, correspondence, and meeting coordination. This position also supports the wider Operations departments by handling clerical tasks, scheduling, record-keeping, and assisting with data entry, budget tracking, purchasing, and invoicing. A crucial element of the role is preparing clear and effective reports and communications for the leadership team. Additionally, the role requires collaborating with the Events & Facilities team on event logistics, setup, troubleshooting, and providing customer service, as well as assisting various student-facing teams (Advising, Internships) with administrative tasks to facilitate efficient communication and collaboration across all Operations units.

The successful candidate will possess at least two years of experience in an office environment and demonstrate proficiency in Microsoft Office. They must have exceptional organizational skills, be extremely detail-oriented, and have strong proofreading abilities to finalize draft materials. Excellent written and oral communication skills are essential, along with the ability to maintain exceptional customer service. The candidate must be self-motivated, able to manage numerous assignments and deadlines while remaining flexible, and willing to work non-traditional hours, including evenings and weekends, as needed. A strong work ethic and unquestioned personal integrity are required, as is the physical ability to lift and move items up to 50 pounds and perform duties that involve walking across campus.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current, valid driver's license is also required, and candidates must be vehicle insurable.

The College offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events. Spouses, domestic partners, and dependents are eligible for benefits coverage.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to hr@collegeofidaho.edu. Review of applications will begin immediately and continue until qualified candidates are selected. As we move through the application review process, additional information may be requested from qualified candidates.

With over 134 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is a [mission-driven community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are dedicated to attracting, retaining, and optimizing performance and academic excellence through an inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law.