



Posted: 06/25/2026
Salary range: \$19.17 - \$21.31
Status: Non-Exempt, Full-time

[The College of Idaho](#), is seeking a dedicated and highly professional **Executive Assistant** to provide confidential administrative support to the Academic Vice President/Dean of Undergraduate Studies. This pivotal role will serve as the primary point of contact for the Office of the AVP/Dean, managing daily operations, facilitating executive communications, welcoming institutional guests, and coordinating extensive travel and conference arrangements. This position requires an individual who thrives in a dynamic academic environment and can execute complex administrative duties with an extensive knowledge of college policies, procedures, and institutional standards.

The successful candidate will manage a wide range of critical job duties that keep the division running smoothly. Key responsibilities include managing the AVP/Dean's calendar, tracking faculty evaluation schedules (FEC and FRC), recording official minutes for key governance bodies like the Executive Council and Curriculum Council, and coordinating schedules for orientations, retreats, and faculty searches. Financially, the role involves assisting with divisional budget management, processing invoices, and reconciling purchase cards. To excel in these duties, the ideal candidate must be highly organized with a proven ability to independently follow up on complex tasks, demonstrating high-level skills in project research and financial record-keeping, alongside a deeply ingrained commitment to customer service and the ability to cultivate collaborative working relationships across campus, effectively engaging with everyone from undergraduate students to senior executives, faculty, and external partners.

To be considered for this role, candidates must possess an **Associate's degree** (or an equivalent combination of education and experience), though a **Bachelor's degree is preferred**. Requirements include a **minimum of two years** of experience in an executive assistant role, or **three to five years** of progressive administrative experience, with prior higher education experience being highly desirable. Necessary skills include a strict record of personal and professional integrity regarding confidential information, exceptional interpersonal communication, and demonstrated proficiency in the Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook). Candidates must be comfortable with basic database operations and learning new technologies; **preferred skills** include prior experience creating complex electronic filing systems and utilizing **Ellucian Colleague**.

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 careers@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.