



Posted: 09/14/2026
Salary range: \$15.00-\$15.66
Status: Non-Exempt, Full-time

[The College of Idaho](#), is seeking an organized and customer-service-driven **Academic Administrative Assistant** to provide crucial operational and administrative support across our Education, Psychology, and Information Technology (IT) departments. Operating under general supervision, this position serves as the welcoming face and central hub for assigned building operations, managing daily clerical activities and facilitating seamless communication across multiple units. The ideal candidate will bridge academic programs with essential campus functions and frequently interface with key external entities, including the Idaho State Department of Education.

This multifaceted administrative support position serves as the primary building receptionist and front-office point of contact, greeting visitors, managing communications, and being an essential link to the campus community. Core responsibilities include maintaining organizational calendars, scheduling venues, coordinating logistics and materials for special events, maintaining physical and electronic records, and assisting team members with travel arrangements and basic office equipment troubleshooting. On the financial side, this role monitors monthly unit budgets, reconciles corporate purchasing cards, verifies invoices for contracts and subscriptions, and manages office inventory. Additionally, the role serves as a vital administrative contact to the Idaho State Department of Education, supervises student employees by preparing onboarding paperwork, and manages work schedules.

Qualified candidates must possess a High School Diploma or GED and at least one year of previous experience in an administrative support or clerical role. Excellent oral and written communication skills, detail-oriented document control abilities, and proficiency in the Microsoft Office suite (specifically Word and Excel) alongside basic database operations are essential. Preferred qualifications include prior experience handling basic budgeting, expense reporting, or invoice reconciliation, as well as a helpful working knowledge of tracking required information for the Idaho State Department of Education.

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.