



Posted: 10/15/2026
Salary range: \$15.00-\$15.66
Status: Non-Exempt, Full-time

[The College of Idaho](#), seeks a dedicated and organized full-time **Administrative Assistant** to provide comprehensive administrative and operational support for the Orma J. Smith Museum of Natural History and the Whittenberger Planetarium. Under general supervision, this position serves as the primary point of contact for both facilities, providing professional, welcoming assistance to students, faculty, staff, visitors, groups, volunteers, and other external constituents. Responsibilities include managing front-desk reception, screening phone calls, responding to routine inquiries, maintaining administrative records, preparing and proofreading documents, coordinating office supplies, and managing building logistics in collaboration with Facilities. The position also provides direct administrative and project support to the Museum and Planetarium Directors.

Additional responsibilities include coordinating event reservations, meetings, and group visits; assisting with community outreach, monthly Museum Workdays, and special events; processing admission, group visit, and event payments; and supporting Museum Gift Shop operations through point-of-sale transactions, inventory monitoring, merchandise stocking, and ordering. The Administrative Assistant also manages office and curatorial supply inventory, processes vendor invoices, maintains accurate financial and administrative records, and supervises student employees and volunteers. Occasional scheduled hours outside standard business operations may be required to support events and special programming; these hours will be incorporated into

Qualified candidates will possess a minimum of one year of experience in an administrative support, clerical, customer service, or related role. Proficiency with Microsoft Office applications—particularly Word and Excel—along with familiarity with basic database operations is required. Candidates with prior experience in budgeting, expense reporting, invoice processing, or financial reconciliation are strongly preferred. Furthermore, previous experience working within a museum, educational institution, cultural center, nonprofit organization, or visitor-service environment is highly desirable.

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.