**CONTRACTED ASSOCIATE’S WORK TITLE: Boise State University, Office Specialist 2**

**PAY RATE: $10.00 PER HOUR**

**EXPECTED LENGTH EMPLOYMENT: 4 MONTHS / 270 HOURS**

**WORK SCHEDULE:** Schedule will be 12:30-5:00 p.m. Monday-Thursday. Expectation - position’s schedule will follow the Boise State academic calendar; the office will be manned when classes are in session.

**SCOPE OF WORK:**

This contracted position is assigned to the Division of Extended Studies, Boise State University. The purpose of this position is to:

1. Coordinate with 124th Security Forces Pass & Registration office regarding Boise State faculty and student access to Gowen Field.

2. Coordinate with the Idaho National Guard Army Construction and Facilities Officer (CFMO) on the cleaning of facilities used by Boise State.

3. Provide customer service support to Boise State faculty and students, as required.

WORK CONTROLS: Duties are performed within direction and oversight of the Boise State Director of Regional Sites. The incumbent receives defined assignments that support the overall mission of customer support.

PERSONAL WORK CONTACTS: Contacts include the Boise State staff, 124th SFS, IDNG Army CFMO.

WORKING CONDITIONS / PHYSICAL EFFORT: Workspace will be provided at the Boise State Extended Studies office located on Gowen Field. The majority of work is performed in a well-lit, climate controlled office environment. Incumbent may be required to bend, lift, and carry items weighing up to 40 pounds. Work will require limited travel between buildings on Gowen Field.

**MANDATORY REQUIREMENTS:**

1. Must have and maintain a valid and unrestricted state issued driver’s license.
2. Must submit to and pass a 124th SFS security check required for access to Gowen Field.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

1. Knowledgeable in Microsoft Office (Excel, Word), Google email, office equipment, Peoplesoft.
2. Familiar with military base environment.
3. Skill in setting up and operating computers and audio/visual equipment.
4. Ability to manage time/tasks independently.
5. Excellent customer service skills.

**HOW TO APPLY:** Submit a resume to: larrybierle@boisestate.edu

This position will remain open until filled.

**THIS POSITION IS NOT BENEFITTED.**