

Job Title: Administrative Assistant / Office Assistant

Position Type: KTEC - Office Assistant

Location: Kootenai Technical Education Campus (Rathdrum)

Position Summary

The **Kootenai Technical Education Campus (KTEC)** is seeking a professional, organized, and dependable **Administrative Assistant** to support front office operations and serve as a key point of contact for students, staff, and visitors. This position plays an essential role in maintaining efficient office operations while supporting students and staff.

Work Schedule

- **32 hours per week - Monday–Thursday:** 7:00 a.m. - 3:00 p.m.
- **7.5 hours one Friday per month:** 7:00 a.m. - 2:30 p.m.

See link for current calendar:

<https://www.ktectraining.org/wp-content/uploads/2025/10/2025-2026-KTEC-CALENDAR.pdf>

Key Responsibilities

- Serve as the front desk receptionist and first point of contact for students, staff, and visitors
- Answer and direct incoming phone calls using a multi-line phone system
- Provide administrative and secretarial support to KTEC staff and administration
- Process and track student enrollment
- Maintain accurate student and office records while ensuring confidentiality
- Assist with data entry, filing, correspondence, and document preparation
- Utilize Microsoft Office, Excel spreadsheets, Google Suites, and Skyward for daily tasks
- Support daily campus operations and assist with special projects as assigned

Qualifications

- High school diploma or equivalent required
- Excellent communication, organizational, and secretarial skills
- Ability to maintain confidentiality and work effectively in a professional educational setting
- Previous school secretarial or administrative experience preferred
- Proficiency in Microsoft Office, Excel, Google Suites, and Skyward preferred
- Experience with multi-line phone systems preferred

Salary - \$17.50 - \$24.22 DOE (Depending on Experience)

Application Procedure - Apply Online

For additional information or questions, please contact:

Bill White 208-712-4733, bill@kectraining.org

Closing Date - Open Until Filled