University of Idaho
Moscow, Idaho / 83843

POSITION AVAILABLE: Assistant to the Affirmative Action Officer (12 mo. position)

STARTING DATE: As soon as possible after closing date

SALARY: $8,292

RESPONSIBILITIES: Responsible for affirmative action recruitment and advertising; conducts non-legal research and compiles statistical data, acts as liaison between university community and Affirmative Action Officer; attends meetings with/or instead of Affirmative Action Officer, acts in place of the Affirmative Action Officer when officer is absent in all matters except Sign-Off authority; performs all secretarial functions for office or supervises part-time help providing those functions, which includes typing, maintaining filing systems and budgets.

QUALIFICATIONS:

Required:
1. Knowledge of affirmative action and equal opportunity requirements.
2. Ability to work independently with minimum supervision.
3. Oral and written communication skills.
4. Ability to type and to establish and maintain effective filing systems.

Preferred:
1. College course work in one of the following areas: Political Science, Higher Education, Educational Administration, Law, Business, Sociology, Psychology, Guidance and Counseling.
2. Knowledge of the organizational structure of institutions of higher education.
3. Research experience.
4. Ability to do elementary statistics.

CLOSING DATE: May 5, 1975 or may be extended until suitable applicant applies.

APPLICATION PROCEDURE: Write to or call:

Sandi Gallagher, Affirmative Action Officer
Affirmative Action Office
University of Idaho
Moscow, Idaho 83843
Ph: (208) 885-6591

The University of Idaho is an Affirmative Action/Equal Opportunity Employer. Women and minorities are encouraged to apply. All qualified applicants will receive consideration without regard to race, color, religion, national origin, or sex.