

Posted: 12/05/2024
Annual Salary: \$45,000
Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for a **Senior Admission Counselor**. As a member of the [Enrollment Management](#) team, this position will work closely with the Associate Director of Admission and the Assistant Vice President of Enrollment Management to help lead recruitment efforts of qualified undergraduate and/or graduate students to meet the enrollment goals of The College of Idaho. Managing an assigned territory, the Senior Admission Counselor has the opportunity to cultivate excitement and interest about the College by fostering relationships and educating prospective students and parents on The College of Idaho and college enrollment processes.

Admission Counselors develop a strategic plan to reach prospective students and ultimately meet pre-determined goals for the number of applications, admitted students, and matriculants to the College. A Senior Admission Counselor may be responsible for additional duties such as (but not limited to) collaboration with the Office of Alumni Relations, assist in special projects, lead strategic enrollment initiatives, and/or be a liaison with specific academic departments or programs. This position requires frequent travel within an assigned territory, presenting at college fairs and high schools, and meeting with identified prospective students and their parents.

A successful candidate will possess a Bachelor's degree and have two to four years previous experience in admissions or recruitment in a higher education setting as well as public speaking expertise. Marketing and strategic planning experience and bilingual language skills (Spanish/English) preferred.

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 of Idaho 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.

Candidates meeting the qualifications listed above should submit a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. Review of applications will begin immediately and continue until the position is filled. Additional information may be requested of qualified candidates as we move through the applicant review process.

With over 132 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive 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 committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.