



Posted: 04/25/2025

Annual Salary: \$35,568.00 - \$44,300.00

Status: Exempt, Full-time

**The College of Idaho** invites applications and recommendations for an **Admission Campus Experience Coordinator**. This position is at the heart of creating unforgettable experiences for prospective students and their families. This role is all about organizing dynamic campus visits and exciting recruitment events that bring the vibrant spirit of our college to life—both on and off-campus. Imagine orchestrating engaging tours and events that showcase everything our college has to offer, while collaborating closely with the C of I community.

This position plays a crucial role in fostering strong, positive relationships between the campus community and the enrollment team, all aimed at delivering inspiring visits that encourage students to become part of the YoteFam. Plus, you'll lead, train, and mentor our enthusiastic Student Ambassador and Hendren Hall Ambassador teams, comprised of current students who share their passion for the college with visitors.

A successful candidate will possess a minimum of two years of experience in an office setting, including responsibilities related to project management. Experience in event coordination and the management of campus operations within a college environment will be highly beneficial. Demonstrating a proven ability to effectively supervise entry-level staff is essential, as is the ability to generate reports, calendars, and deliver clear and precise instructions, both in written and verbal forms, to promote effective teamwork. A high school diploma or equivalent is required, while a Bachelor's degree is 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 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 [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). The application deadline is **May 15, 2025**. Reviews of applications will begin immediately. 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 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 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.