



Posted: 05/06/2025

Annual Salary: \$56,970.00 - \$75,900.00

Status: Exempt, Full-time

Location: On-site

The College of Idaho invites applications and recommendations for the impactful role of **Assistant Director of Enrollment Technology**. This position is responsible for the overall maintenance and integrity of the Slate Customer Relations Management (CRM) system, including developing and managing user protocols, providing technical support, and troubleshooting with internal users and external vendors. This position also manages the collection, analysis, and reporting of prospective undergraduate and graduate student data to guide the Office of Admission with planning, evaluation, and resource allocation for a range of visibility, marketing, recruitment, and admission activities.

This role serves as the primary liaison with IT and campus stakeholders, ensuring seamless integration with other software applications, such as Colleague, and maintaining data accuracy. Administering the configuration and optimization of Slate CRM systems to facilitate high-quality data collection and reporting is essential for supporting strategic enrollment decisions. This process must be conducted with a commitment to maintaining robust data governance standards. Responsibilities include building and maintaining web forms, developing technology policies, managing user access and security, creating import/export templates, monitoring system performance and improving efficiency, training the Enrollment Management team, and performing necessary system maintenance.

The ideal candidate will have demonstrated experience with Slate CRM software management, data analysis, and advanced data reporting skills, including report and query development. Strong cross-departmental collaboration abilities are essential to support the Enrollment Management division's strategic goals. While a bachelor's degree is preferred, an associate's degree or equivalent combination of education and experience will be considered. Prior experience in admission recruitment or financial aid operations is a plus.

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). Review of applications will begin immediately and continue until the position is filled. 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.