



Posted: 05/12/2025  
Pay Rate: \$15.00 - \$15.66  
Status: Non-Exempt, Full-time

**The College of Idaho** is seeking a welcoming and detail-oriented individual to join our Registrar's Office in the pivotal role of **Records Specialist**, starting June 16, 2025. This position serves as a key point of contact for students, faculty, and staff, providing essential information and support to ensure the smooth operation of the office. Responsibilities include maintaining accurate enrollment records, processing important forms, and addressing inquiries with a positive and solution-oriented approach.

This role, guided by the Registrar, plays a vital part in interpreting and enforcing College policies, rules, and federal regulations related to academic standards, and student records. Key responsibilities include creating and maintaining detailed student records, with a strong focus on ensuring accurate data entry in the college's integrated database, Ellucian Colleague. The position also involves assigning academic programs, managing degree audit assignments, and processing various student document requests, such as transcripts and enrollment verifications. Additionally, it's responsible for setting up course sections for each term and organizing classroom assignments. Educating both students and faculty about important deadlines and monitoring student enrollment status are crucial tasks. Finally, this role also supports commencement preparations, including generating and distributing diplomas.

The ideal candidate will be proactive with exceptional communication and problem-solving skills, dedicated to providing excellent customer service. A high school diploma or equivalent is required in addition to a minimum of two years of professional office and customer service experience. Preference will be given to candidates with working knowledge of Ellucian Colleague or a comparable integrated student information system and/or experience within a higher education registration or records environment.

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 qualified candidates are selected. 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.