Posted: 09/09/2021
Salary Range: $35,335.00-$39,284.00
Status: Exempt, Full-time

The College of Idaho invites applications and recommendations for an **Admission Counselor.** As a collaborative member of the enrollment management team this position will assist in the effort to recruit qualified students and help meet the enrollment goals of The College of Idaho. Managing an assigned territory, the Admission Counselor has the opportunity to cultivate an excitement and interest in the College by fostering relationships and educating prospective students and parents about The College of Idaho and college processes.

Essential Functions

Prospect Management

- Develop a territorial management plan that successfully converts inquires to applications and ultimately to deposits.
- Work to meet pre-determined goals for applications, accepted, deposited and enrolled students.
- Establish a program to reach students most likely to apply and deposit**.**

Travel

- Identify prospective students by visiting college fairs, high schools, homes and professional conferences.
- Make group presentations at college fairs, high schools, homes and professional conferences.
- Organize and conduct evening programs.

Campus Visits

- Educate prospective students who visit The College of Idaho campus about degree programs, financial options and admissions requirements.

Telephone Calls (10-12 hours/week)

- Contact prospective students, parents, high school counselors, teachers and alumni.
- Answer questions regarding The College of Idaho.
- Market features and benefits of the institution.

Office Projects

- Schedule special events and travel arrangements.
- Collaborate with admission staff to attain recruitment goals.
- Input student correspondence into college database.

Perform additional duties as assigned.

Knowledge, Skills, and Abilities

- Ability to travel, work evenings and weekends during recruitment season and special events
- Must be high-energy and goal-oriented.
- Possess working knowledge of Microsoft Office Suite, database software, email and internet applications.
- Excellent verbal and written communication in English, and interpersonal skills.
- Possess an understanding and appreciation of the mission of a liberal arts institution.
- Must be self-motivated, willing to work independently, be detail oriented while adhering to guidelines, performance standards and policies.

Qualifications

- Bachelor's degree
- 1-2 years experience in admissions or recruitment in higher education setting.
- Customer service experience
- Public speaking experience
- Marketing and strategic planning experience preferred.
- Bilingual preferred.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

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 complete application will include a current résumé, cover letter addressing qualifications for the position, a statement on diversity that articulates a commitment to representation, inclusion , and equity, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. ***Application review will begin immediately***. Applications will be accepted until suitable candidates are selected.

With over 125 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.