

Posted: 08/05/2022

Annual Salary: \$35,895.00- \$47,860.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for an **Admission and High Impact Practice Specialist**. Representing the College through recruitment of prospective domestic students by designing and executing strategies that grow a key student population. Additionally, this position will serve as a Designated School Official (DSO) to ensure compliance with all immigration regulations associated with enrolling international students, as well as oversight of the College's study abroad/study-away programs expanding international high impact practice opportunities.

The **Admission and High Impact Practice Specialist** position is customer service focused and requires the ability to effectively communicate and comfortably interact with culturally and ethnically diverse populations; the ability to learn, effectively communicate and accurately track international student visa requirements; and the ability to work collaboratively to ensure compliance with federal regulations and advance recruitment and experiential learning strategies.

The successful candidate will possess a Bachelor's degree, be a U.S. citizen or lawful permanent resident, and be eligible to obtain a passport and travel without restrictions. They will excel at using technology for communication, record keeping and data management. Candidates with experience working in higher education, in the field of compliance and/or in the field of admissions are highly desirable.

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, retirement plan with employer match after one year of employment, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, cover letter addressing qualifications for the position and a description of the skills and experience you have that will contribute to your ability to successfully work in a diverse campus community. Please also include 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.