

Posted: 01/10/2022

Salary Range: \$44,000.00 - \$50,000.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for an **Assistant Director of International Recruitment & International Student Support Specialist**. As a member of the [enrollment management](#) team, this position represents The College of Idaho through both international and domestic travel to recruit international students, as well as employing virtual recruitment strategies to connect with students, parents, and high school counselors from afar. The ideal candidate will have the ability to design and execute a recruitment strategy that maintains the international student population at 20% of the total undergraduate student body. Additionally, the assistant director will work with the Inclusion & Intercultural Engagement department to provide care and non-academic advising to international students during their time at the College.

Essential Functions

Admission

- Work with the VP of Enrollment Management to develop goals, recruitment priorities, and overall strategy for enrolling international students.
- Respond to inquiries and provide accurate and timely information about the enrollment process.
- Review, evaluate, and make admission recommendations on freshman and transfer international applicants.
- Manage the application process and ensure that all necessary documentation is submitted in order to receive PDSO I-20 approval. This includes certificate of finances forms, bank statements, passport copies, and other essential documents in the student visa process.
- Serve as Campus Liaison for the Davis United World College Scholarship Program, which includes annual reporting functions, advising, event planning, and other activities related to the College's involvement with this program.
- Cultivate relationships with secondary school counselors; specifically, the university counsellors at the United World Colleges.

Inclusion & Intercultural Engagement

- Work with the Director of Inclusion & Intercultural Engagement on how best to provide support for incoming and current international students.
- Assist in planning New International Student Orientation (NISO)
- Serve as a DSO in the Office of Admission and effectively communicate the I-20 and Visa application process to enrolling international students.
- Maintain records and files for IIE students.
- Ensure that files are accurate for SEVIS, Colleague, and other database systems.

Travel

- Some seasonal international travel is required of the position.

Perform other duties as assigned or needed.

Knowledge, Skills, and Abilities

- Ability to travel, work evenings and weekends as required.
- Extremely comfortable working with culturally and ethnically diverse populations.

- Possess exceptional cross-cultural communication skills.
- Ability to use technology for communication, record keeping, and management of data.
- Detail-oriented with strong organizational skills.

Qualifications

- U.S. citizen or lawful permanent resident (requirement for DSO duties);
- Bachelor's degree (or an equivalent combination of education and experience);
- Demonstrated success in student recruitment or a related field.
- Familiarity with F-1 student visa process including issuing I-20s.
- Experience working in the field of international admissions or international student services.
- Bilingual preferred, but not required.
- Eligible to obtain a passport and travel without restrictions.
- 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.