

Posted: 03/29/2018

Salary range: \$42,000.00-\$48,000.00



The College of Idaho invites applications for an **Assistant Director of Transfer Admission**. Under the oversight of the Director of Admission, the Assistant Director of Transfer Admission is responsible for the recruitment of transfer students to The College of Idaho. This includes regular collaboration with the College's Registrar, Vice President of Academic Affairs, and members of the Faculty. This position also will make decisions on transfer applicants, provide unofficial evaluations of student transcripts, represent the College at local and regional transfer events, and serve as a member of the Admission Counselor Team.

### **Essential Functions**

#### **Prospect Management**

- Serve as the primary expert in transfer student recruitment, and in consultation with the Registrar, serve as a secondary expert in transcript evaluation.
- Develop a transfer student recruitment plan that successfully converts inquiries to applications and ultimately to deposits.
- Work to meet pre-determined transfer student contact and enrollment goals for applications, accepted, deposited, and enrolled students.
- Establish a program to effectively reach transfer students most likely to matriculate to The College of Idaho.
- Maintain a complete understanding of the PEAK curriculum and its requirements as they pertain to transfer students.
- Develop a process to accurately assess transcripts and evaluate college credit in order to determine transfer student eligibility.

#### **Institutional Relationships**

- In consultation with the College Registrar and VP of Academic Affairs, assist with the development and execution of articulation agreements between local and regional community colleges and The College of Idaho.
- Serve as the liaison between C of I Faculty and faculty at local and regional community colleges.
- Work closely and develop excellent rapport with community college advising offices.
- Establish a regular presence on community college campuses in the Treasure Valley.

#### **Travel**

- Identify prospective transfer students by attending transfer fairs, visiting community colleges, and working with other organizations that may produce transfer students (ex. Veterans Affairs offices, human resource departments, etc.)
- Make group presentations at transfer fairs, to community college advisors, and at professional conferences.
- Organize and execute evening programs for transfer students both on and off campus.
- Extensive travel throughout the year in and out of state.

#### **Campus Visits**

- Educate prospective transfer students and their families who visit The College of Idaho about degree programs, financial aid options, and admission requirements relating to transfer students.

#### **Communication**

- Develop and assist with the execution of a thorough communication plan focused on transfer students.

- Contact prospective transfer students, parents, community counselor advisors, and faculty via phone, email, mail, and text message.
- Utilize the Slate CRM in managing communications with various transfer-related constituencies.
- Answer questions regarding The College of Idaho and the transfer admission process.
- Market features and benefits of the institution to transfer students.

### **Office Projects**

- Schedule special events and travel arrangements.
- Collaborate with admission staff to attain recruitment goals.
- Track student correspondence through the office CRM system.
- Additional duties as assigned.

### **Knowledge, Skills, and Abilities**

- Ability to travel, work evenings and weekends as required.
- Must be high-energy and goal-orientated.
- Experience recruiting transfer students and/or veterans and adult completers preferred.
- 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 The College of Idaho and a liberal arts education.
- Must be self-motivated, willing to work independently, be detail-oriented while adhering to guidelines, performance standards and policies.
- Able to think critically and provide solutions to meet the needs of prospective transfer students.
- Able to work and communicate effectively with a varied constituency of college representatives including faculty, staff, and alumni.

### **Qualifications**

- Bachelor's degree **or** an equivalent combination of education and experience required.
- 3 – 5 years progressive responsibility in the field of college admission or recruitment, preferably with a transfer student population and on behalf of an institution with a strong residential liberal arts tradition.
- Customer service experience required.
- Public speaking experience required.
- Marketing and strategic planning experience preferred.
- Relational database or student information system experience, knowledge of Ellucian Colleague and/or Slate CRM experience 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.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date

of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). Application review will begin April 16, 2018. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit [www.collegeofidaho.edu](http://www.collegeofidaho.edu).

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.