

Posted: 11/3/2021

Salary Range: \$38,531.00 - \$41,000.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for a **Coordinator of Student Involvement**. The Coordinator of Student Involvement works closely with the Associated Students of College of Idaho, including the Executive Council, Program Council, student media, Student Union Committee, as well as fraternities and sororities. The Coordinator provides support to student organizations, student event planning, and collaborates in coordinating orientation and Welcome Week programs.

Essential Functions

Student Involvement

- Provide support for all student organizations on campus, advise ASCI Executive Council, Program Council, Greek Life, Student Senate, and the Student Union Committee.
- Assist students in planning, implementing, coordinating, monitoring, and evaluating student events such as concerts, speakers, lectures, Homecoming, winter and spring festivals, and other similar programs.
- Develop, monitor, and maintain administrative policies relating to student organization recognition, operations, and finances.
- Facilitate contractual arrangements for student events.
- Coordinate and maintain campus student activities calendar in collaboration with Special Events.
- Facilitate co-curricular transcripts process for students

Supervision

- Hire, train, and supervise Student Activity Assistants.

Student Services

- Collaborate with Director of Student Development and Outdoor Program Student Experiences Coordinator to plan and execute Fall Welcome Week and Spring Orientation
- Collaborate with the CEL Director in overseeing the MORE Program.
- Provide risk management in regards to operations of student organizations.

Miscellaneous Duties

- Serve as a Student Affairs Division representative on College committees as needed.
- Participate in Student Affairs staff meetings and events.
- Maintain membership in The College of Idaho Staff Association.
- Affiliate and become actively involved in professional associations such as NASPA, NACA, ACUI, NODA.
- Collaborate with the Marketing and Communications Department to generate marketing materials and enhance promotional efforts to reach College of Idaho faculty, staff, students, prospective students, alumni, and the local community.
- Additional duties as assigned.

Knowledge, Skills, and Abilities

- Inclusion, equity, and Intercultural competence.
- Bi-lingual preferred.
- Excellent communication skills, both oral and written, in English.
- Proficient in Microsoft Office suite, and comfortable learning various software platforms.

- Ability to maintain a high level of customer service.
- Must be self-motivated, and willing to work independently
- Detail oriented while adhering to guidelines, performance standards, and policies
- Must possess a strong work ethic, and unquestioned personal integrity

Qualifications

- Bachelor's Degree required; Masters in Student Affairs/Student Development/Higher Education/Educational Leadership/Counseling, or related area 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.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current resume, and the names and contact information of three (3) professional references. Candidates are also asked to review the College's Representation, Inclusion, and Equity Statement, and as part of your application include a one page statement sharing your experience supporting these values. Send all applications materials in one email 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.