

Posted: 08/10/2020

Salary range: \$35,000.00-\$45,000.00 DOE

Status: Exempt, Full-time



The College of Idaho invites applications and recommendations for an **Enrollment Admission Professional**. Depending on experience, this Enrollment Admission Professional could join the team as an Admission Counselor or Assistant Director of Admission.

As a collaborative member of the enrollment management team this position will assist in leading the effort to recruit qualified students and help meet the enrollment goals of The College of Idaho. Managing an assigned territory and identifying students who have the potential to be successful at The College of Idaho, this position may also be tasked with off site event planning, collaborating with faculty, staff, and alumni constituencies, or working with current student groups to assist in the College's recruitment functions.

### **Essential Functions**

#### **Prospect Management**

- Develop a territorial management plan that successfully converts inquiries to applications and ultimately to deposits and enrolled students.
- Work to meet pre-determined goals for applications submitted, as well as 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.
- Develop virtual visit opportunities for prospective students and their families, as well as engage with high schools through virtual recruitment efforts.
- Make group presentations at college fairs, high schools, homes and professional conferences. (This may be either in-person or through virtual programming.)
- Organize and conduct evening programs.
- Extensive fall/spring travel in and out of state, though travel will be reduced this fall.

#### **Campus Visits**

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

#### **Telephone Calls/Teams Video Chats**

- 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 and 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.
- 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 work and communicate effectively with a varied constituency of college representatives including faculty, staff, and alumni.

### **Qualifications**

- Bachelor's degree required.
- 1-3 years progressive responsibility in the field of college admission or recruitment, preferably 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.
- Bilingual 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.

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 résumé, and the names and contact information of three (3) references, two (2) management and one (1) professional to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). Application review will begin immediately; applications will be accepted until suitable candidates are selected.

The college offers an extensive benefits offering that includes a generous paid time off package.

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 is located on a beautiful campus in Caldwell, a community of 54,600 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving capital 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. Our low cost of living, coupled with access to almost everything imaginable makes a great location to further your career path. At the College of Idaho, you are important and you can make a difference!

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.