

Posted: 01/10/2022

Salary Range: \$35,568.00 - \$38,000.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for an **Enrollment Coordinator & Data Specialist**. As a member of the [enrollment management](#) team this position is responsible for processing and reviewing international and domestic admission materials in support of the College's enrollment goals; assists with admission material assignments, maintains data integrity in the Slate CRM, acts as the initial DSO for handling all paperwork for incoming international students and provide administrative support to the admissions department. Once trained as a Slate Captain, this position will provide additional Slate CRM support when the director is unavailable.

Essential Functions

CRM Duties

- Maintain records and files for applicants.
- Ensure that files are accurate at each stage of the application process.
- Data entry for international and domestic enrolling students.
- Serve as backup for processing decision letters, receipts, and payments.
- Enter new student inquiries into the Admission Slate CRM.
- Maintain data integrity within the Admission Slate CRM.
- Download and import Admission documents to the Slate CRM.
- Troubleshoot problems as needed for other campus offices as it pertains to the Slate CRM.
- Serve as backup to the Director of Operations & Enrollment Technology in processing data streams in and out of the Slate CRM.

Operations Staff Duties

- Serve as one of the College's DSO's, primarily working with incoming international students as they navigate the F-1 Visa process.
- Process I-20's for international students.
- Manage the student assistants within the operations team.
- Assist admissions counselors with special projects.
- Assist other support personnel and operations manager as needed.
- Provide organizational and physical support for special events.
- Build permanent files for matriculated students, including transfer equivalencies, and collaborate with the Registrar's Office on the sharing of new student files.
- Maintain inventories of all admission materials and supplies, and order replacement supplies as needed.
- Help process large mailings.
- Keep minutes during Board of Trustees Enrollment Management Committee meetings.

Perform other duties as assigned or needed.

Knowledge, Skills, and Abilities

- Excellent communication skills, both oral and written, in English
- Excellent telephone, customer service, and organizational skills
- Knowledge of office support functions including filing, copying, data entry, word processing
- Excellent organizational skills, must be detail oriented and have the ability to multi-task
- Detail oriented while adhering to guidelines, performance standards and policies
- Able to work independently as well as collaboratively in a team environment

- Excellent interpersonal and relationship skills to support multiple personalities in a professional manner
- Ability to be flexible, manage multiple tasks and meet deadlines
- Willingness to work additional hours, including evenings and weekends for events, as needed

Qualifications

- U.S. citizen or lawful permanent resident (requirement for DSO duties);
- Associate's degree **or** an equivalent combination of education and experience; Bachelor's degree preferred;
- Two to three years of experience in office administration;
- Prior experience in a higher education setting preferred;
- Proficiency with Microsoft Office Suite; Outlook, Word and Excel specifically;
- Demonstrated understanding of basic database operation; experience with Technolutions Slate and Ellucian Colleague preferred;
- Must possess a high level of discretion and confidentiality
- 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.