

Posted: 07/08/2019
Hourly rate: \$14.05-\$15.61
Status: Full-time



The College of Idaho invites applications for an **Enrollment Coordinator & Data Specialist** to join the Enrollment Management team. The Enrollment Coordinator & Data Specialist supports the Admission office by processing and analyzing international and domestic admission materials to support the enrollment goals; assist with admission material assignments, data integrity in the CRM, act as the initial DSO for handling all paperwork for the incoming international students and provide general administrative support to the admissions department.

CRM Duties

- Maintain records and files for applied students
- Ensure that files are accurate at each stage of the application process
- Data entry for international students
- Research returned mail and update records
- Process decision letters, receipts, and payments
- Enter new student inquiries into database
- Maintain data integrity within Admission CRM
- Download and import Admission documents to CRM

Support Staff Duties

- Serve as the College's initial DSO
- Process I-20's for international students
- 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
- Maintain inventories of all admission materials and supplies
- Order office supplies as needed
- Log incoming mail and distribute to appropriate personnel
- Help process large mailings
- 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.

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. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

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. Application review will begin immediately. Applications will be accepted until suitable candidates are selected.

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.