



[The College of Idaho](#) has an exciting opportunity for an Enrollment Management professional to join our collaborative and goal-oriented team. This position will assist in leading the effort to recruit qualified students to meet the enrollment goals of The College of Idaho. Managing an assigned territory, this position will be responsible for some travel to off-site recruitment events to identify and recruit prospective students, additional responsibilities may include marketing initiatives, third-party vendor engagement, collaboration with the office of alumni and parent relations, and overseeing current students assisting with the College's recruitment function.

Qualifications

- Bachelor's degree required.
- Previous experience in the field of college admissions or recruitment.
- Customer service experience required.
- Public speaking experience required.
- Marketing and strategic planning experience preferred.
- Proficiency with Microsoft Office suite, Outlook, Word and Excel specifically.
- Bilingual (Spanish/English) preferred.

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 current valid driver's license is also required and candidates must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

Candidates meeting the qualifications listed above should submit a current résumé, a 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. Review of applications will begin immediately and continue until the position is filled. Additional information may be requested of qualified candidates as we move through the applicant review process.

With over 132 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.