

Posted: 05/01/2018

Salary range: \$30,000.00-\$34,000.00

Status: Fulltime



The College of Idaho invites applications for a **First Year Academic Advisor**. The First Year Academic Advisor provides overall support and advising to first year students at The College of Idaho. The Advisor reports to the Coordinator of Academic Advising and works closely with Student Affairs, faculty members, the PEAK Center, and the Registrar's Office to oversee advising activities that support the academic mission and student success.

### **Essential Functions**

- Meet individually with students to develop academic plans
- Advise students on course selection, academic standards and policies
- Build incoming student schedules
- Assist in the planning, coordination, and presentation of the college's New Student Orientation/Welcome Week Events
- Maintain a caseload of advisees and assist in the transition toward centralized advising of incoming students through the PEAK Center
- Help facilitate campus transition to the new registration interface, Ellucian Student Planning
- Support first year student retention programs
- Assist in the promotion and development of campus academic exploration events
- Additional duties as assigned.

### **Knowledge, Skills, and Abilities**

- Self-motivated, willing to work independently and able to work as part of a team.
- Excellent communication skills, both oral and written, in English
- Ability to work closely with students, faculty, and staff
- Detail oriented while adhering to guidelines, performance standards and policies
- Strong work ethic and unquestioned personal integrity

### **Qualifications**

- Bachelor's degree required
- Practical experience with academic student support—advising, learning support, tutoring—with knowledge of liberal arts education highly desirable
- Excellent communication skills and demonstrated ability to work with students, showing empathy, professionalism, and a deep understanding of academic programs.
- Computer skills (e.g., Microsoft Office Suite, database software, web-based applications)
- Social media savvy; an understanding of how to effectively communicate with students
- Ability to manage multiple tasks simultaneously
- Possession of a current valid driver's license; vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a

beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving 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.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

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](mailto:hr@collegeofidaho.edu). Application review will begin May 22, 2018. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit [www.collegeofidaho.edu](http://www.collegeofidaho.edu).

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.