

Posted: 05/08/2019

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

Status: Full-time



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 AVP of Academic Support 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 centralized advising of incoming students
- Train and serve as an Ellucian Student Planning campus expert
- Support first year student retention programs
- Work closely with students to develop academic success plans, explore time and commitment management, and create a successful first year academic experience
- Assist in the promotion and development of campus academic exploration events

### **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.

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.

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](http://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](mailto: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.