

Posted: 07/22/2021

Salary Range: \$34,736.00 - \$38,568.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for a **First Year Academic Advisor**. As a collaborative member of the [academic advising](#) team this position 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, and the Registrar's Office to oversee advising activities that support the academic mission and student success. Early August is the anticipated hire date for this position.

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
- Help facilitate campus transition to the new registration interface, Ellucian Student Planning
 - Perform key Retention Alert tasks
- 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
- Promote the PEAK Mentor Student Leader program, ensuring student workers are being utilized to their pinnacle
- Support and advise student groups
- Assist in the continuing development of the Advising Office
- Develop academic planning material for campus to assist in student planning and progression
- Coordinate with key student support offices to provide holistic support to students

Perform 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

- 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.

Review of applications will begin immediately and continue until position is filled. A complete application will include a current résumé, cover letter addressing qualifications for the position, and the names and contact information of three (3) references, two (2) management and one (1) professional. Application materials should be sent via email to hr@collegeofidaho.edu. Additional materials may be requested of qualified candidates as we move through the application review process.

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.