

Posted: 11/9/2023  
Annual Salary: \$35,895.00 - \$47,860.00  
Status: Full-time, Exempt



[The College of Idaho](#) invites applications and recommendations for a **Pre-Professional Advisor**. As a member of the [Academic Advising](#) team, this position assists students with academic exploration and planning leading to professional career assessment and career planning/preparation. This role will support students through their academic journey, encouraging thoughtful exploration and application of the undergraduate degree. This position will coordinate closely with other academic advisors, [High Impact Practices Office](#), and outside employers to assist in student support and career guidance.

The Pre-Professional Advisor guides students in creating career goals that align with academic interests and programs. This position draws upon career development theory to design and execute programming related to career exploration and networking events and carries a caseload of advisees for academic advising. The position also assists students in preparing for internships, graduate and employment applications, and interviews.

The successful candidate will possess a Bachelor's degree and have practical experience with academic student support (advising, career services, learning support, tutoring.) They will be comfortable with technology (Microsoft Office Suite, database software, web-based applications) and utilizing social media. Candidates with 1-2 years advising experience and knowledge of liberal arts education are highly desirable.

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 after one year of employment, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include 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](mailto:hr@collegeofidaho.edu). *Application review will begin immediately.* Applications will be accepted until suitable candidates are selected.

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.