

Posted: 06/27/2019

Salary range: \$31,568.00-\$35,075.00

Status: Full-time



The College of Idaho invites applications for a **Student Success Coordinator** in our PEAK Center / Center for Experiential Learning. The PEAK Center is a one-stop location for student services that incorporates the collaborative efforts of The Center for Experiential Learning (CEL), Learning Support and Disability Services, First Year Programs and Academic Advising. The Coordinator is an essential member the PEAK Center and contributes to student success by advising students on career development and experiential planning, job board management, student employee coordination and introducing students to professional and academic resources. This position lends itself to The Center's welcoming environment by directing visitors and callers to appropriate resources, services, and staff; while reporting to The Assistant Dean for Academic Support and Experiential Learning. This role will also provide support to the PEAK Center members; while building relationships with partner offices across the campus and in the community.

Career & Experiential Guidance

- Advise all students on career exploration and experiential opportunities
 - Steward an advising load of Freshman and Sophomore students through the CEL Experiential Timeline and usage of professional guided materials.
 - Manage online career exploration tools such as **MyPlan** and establish experiential advising files for students
 - Responsible for monitoring **MyPlan** agreement for any operational changes and approving contract renewal
 - Edit professional materials (for both current students and alumni) such as resumes, cover letters and program applications.
 - Create and present workshops for career materials and graduate school applications
- Manage the Student Internship Registration Process and be responsible for data collection and internship program assessment
- Advise for Graduate School planning (application timelines and personal statements)

Coyote Connections Live and Technical Support

- Manage Coyote Connections LIVE (Simplicity software)
 - Approve new client postings daily
 - Maintain the software system, including troubleshooting the registration and upload issues that arise
 - Monitor contract renewal deadlines and authorizes payment for annual agreement
 - Maintain membership and communication with the Simplicity neighborhood and community so that all questions get resolved in a timely manner and that our campus may continue to benefit from the software system
 - Perform system updates for all users and employers

Events

- Plan and support CEL related events and workshops
 - Fall Career Fair planning
 - Facilitation of all on-campus visits of off-campus programs working closely with events and catering (i.e. The Washington Center, Peace Corps, Graduate Colleges, Law Schools, Medical Schools)
 - Organize program details and coordinate aspects of Coyote Connections networking events
 - Coordinate with the Alumni Relations office, as well as faculty, staff, and students
 - Order and authorize catering contracts and make room reservations

Administrative Support

- Maintain the CEL/PEAK Center webpages on the College website
 - Manager of the departmental social media pages, maintaining frequent postings as to keep the pages current
- Supervise PEAK Center student Work Study hires
 - Authorizes student worker payroll
- Provide light administrative support to the members of the PEAK Center
 - Support the Director of the CEL in all promotions of the CEL and in career advisement
 - Provide support to the Director of Learning Support and Disabilities Services (LSDS)
 - Canvas: maintenance of tutor report data
 - Organization of Academic Support Center tutor scheduling
 - Assist with tutor hiring and training
 - Assist with the Advising Team workflow as needed

Knowledge, Skills, and Abilities

- Excellent communication skills, both oral and written, in English
- Experience with reviewing and creating professional employment materials is preferred (resume and cover letter reviews or general document editing).
- Proficient in Microsoft Office 360 and database software
- Ability to maintain a high level of customer service
- Must be high-energy, goal-oriented, and possess excellent interpersonal skills
- Detail oriented while adhering to guidelines, performance standards and policies

Qualifications

- Bachelor's Degree Required
- 2-3 years of prior administrative office experience required
- Experience in Career Advising in a Higher Education setting preferred
- Prior Event Planning and Management experience preferred
- Demonstrated experience with website maintenance and basic social media marketing platforms
- 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 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.

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. Application review will begin July 8, 2019. 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.