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<http://www.cei.edu/hr>

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[hr@cei.edu](mailto:hr@cei.edu)

Non-Classified  
Opening

# Coordinator, Recruiting & Student Life

## Non-Classified Classification

### College of Eastern Idaho

**Open for Recruitment:** Open until filled. First application review will be the week of November 20<sup>th</sup>, 2017 – interested candidates are encouraged to apply as soon as possible.

**Full-Time/40hrs per week, plus competitive benefits**

**Salary: \$39,000.00 - \$50,000.00**

**Location(s): Idaho Falls**

**Special Notification:** Incumbent will report directly to the President. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**CLASS PURPOSE:** The Recruiting Coordinator is primarily responsible for external outreach to local high school students, the region, non-traditional students, and potential student applicants with some college, but no degree for the purpose of enrolling these individuals into credit programs at College of Eastern Idaho. The role of the Student Recruiting Coordinator is to promote, develop relationships with external organizations, and employ recruiting strategies to attract new potential students to the College. This position will work closely with other areas of the College to create promotional materials, facilitate recruiting events, participate in external events, and provide information regarding College degrees and certificates as well as general College services. A secondary role for this position is to serve internally in the College supporting Student Life activities. This Coordinator assists in planning, promoting, and managing a broad spectrum of campus activities, events, and programs which will build and cultivate a vibrant/active social life and help to develop student leadership. These student activities may include support and direction for student clubs, student senate, student ambassadors, service projects, assistance with honor societies and other related student activities.

#### **RESPONSIBILITIES:**

- Primarily responsibility of this position is attraction, recruitment and admissions of new or returning students.
- Work closely with other student services and enrollment management staff to provide excellent service to students.
- Develop a good working relationship with other university and college recruiters employing best practices toward a goal of increased student admissions.
- Provide support to students or college personnel regarding detailed student activity information above and beyond routine information and processes.
- Remain informed of best practices regarding student affairs practices, and student development. Utilize a “data driven” approach to recruiting activities.
- Maintain expert level knowledge of applicable policies, procedures regulations rules, statues and laws. Assist in the local community in on going compliance efforts.

**ASSIGNMENT RESPONSIBILITIES INCLUDE:**

- Primary contact within the Student Affairs unit for Student Life activities.
- Work closely and independently with other CEI departments, faculty, and staff to promote student involvement and provides operational support to club organization advisors and leaders.
- Support the development of new and renewed clubs and organizations.
- Assist with the orientation processes for new student clubs and organizations.
- Provide functional event support and management for all Student events.
- Support fundraising activities for student clubs and organization.

**MINIMUM QUALIFICATIONS OR REQUIREMENTS:**

- Bachelors' degree in relevant discipline. Master's Degree in relevant discipline preferred.
- 3 years' of demonstrated experience in recruiting and admitting students into a post-secondary college or university.
- Prior mentoring/coaching experience in a college/university student affairs or similar setting.
- Strong cross culture interpersonal and writing skills necessary, including public speaking skills and ability to represent the college on a positive way to diverse populations.
- Experience working in a community college setting, serving a diverse, nontraditional student population preferred.

**HOW TO APPLY:**

Electronically submit a completed application packet (in .pdf or Word format) to [hr@cei.edu](mailto:hr@cei.edu). The application packet must include the following:

1. College of Eastern Idaho Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
4. Unofficial Transcripts
5. Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.** For additional questions contact: **Human Resources at (208) 535-5495** or by email at [hr@cei.edu](mailto:hr@cei.edu)

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.