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Non-Classified
Opening

Recruiting Coordinator of Student Life and Affairs

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be the week of November 20th, 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: Reporting to the President, the Recruiting Coordinator of Student Life and Affairs is a member of Student Services, and works closely with student services staff to coordinate a full range of student life programs and services. The Coordinator will assist 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. The Recruiting Coordinator of Student Life and Affairs is responsible for the daily management and oversight of the operations of CEI's student clubs and organizations and contributes to CEI's student success goals by supporting students' intellectual, social, and cultural activities. The Coordinator is responsible for the development of leadership and involvement within CEI's student body and plans/organizes special ceremonies, service projects, club functions, and other events. The Coordinator cultivates relationships with individual students, student clubs and organizations, faculty, staff, and attends to student developmental issues through formal and informal means. The Coordinator will provide strong leadership and excellent customer service to the CEI community and will assist effectively managing budgets, developing/implementing programs, and coordinating information related to student affairs programs, public speaking, training other staff, and representing student needs/issues on various college committees, and fostering a culture of quality and excellence.

RESPONSIBILITIES:

- Work closely with other student services and enrollment management staff to provide excellent service to students.
- Provide support to students or college personnel regarding detailed student activity information above and beyond routine information and processes.
- Keep informed of best practices regarding student affairs practices, student development and student life processes.
- Review and authorize student life processes and procedures
- 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 with in the Student Affairs unit for student involvement.
- Works closely and independently with other CEI departments, faculty, and staff to promote student involvement and provides operational support to club organization advisors and leaders.
- Provides strong leadership and excellent customer service to the local community including counseling/advising students, running reports, analyzing data, interpreting policy, public speaking, training other staff, and fostering a culture of quality and excellence.
- 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' experience, including 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.

PHYSICAL DEMANDS INCLUDE:

Position requires frequent periods of standing while serving students at the check in counter and walking to and from the computer lab to log students into testing programs.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

HOW TO APPLY:

Electronically submit a completed application packet (in .pdf or Word format) to 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

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.

