



1600 S 25<sup>th</sup> E  
Idaho Falls, ID  
(208) 524-3000

**WEBSITE:**

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

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

# SENIOR COORDINATOR AND ADVISOR FOR ENROLLMENT MANAGEMENT

EXEMPT Classification

**College of Eastern Idaho**

**Open for Recruitment:** Open until filled. First application review will be held the week of July 30, 2018 – interested candidates are encouraged to apply as soon as possible.

**Salary Range:** \$56,500 - \$65,500 Annually - Plus Competitive Benefits

**Location(s):** Idaho Falls

---

**GENERAL STATEMENT OF FUNCTION:**

Incumbent will lead team of academic counselors and others in admissions-related functions. Provides in-depth counseling and referral services for potential and current students. Leads New Student Orientation (NSO).

**EXAMPLE RESPONSIBILITIES:**

- Leads and supervises a team of admissions counselors and implements academic counseling and advising best practices under the direction of the Dean of Students/Student Affairs
- Investigates and implements best practices in Enrollment Management
- Leads and is primarily responsible for New Student Orientation (NSO) and the NSO Committee
- Attends, Plans, Coordinates and Implements NSO; collaborates effectively across campus with other entities for NSO
- Provides in-depth advising, counseling and referral services for potential and current students to include: available college courses and programs, step-by-step admission procedures, academic and/or practical skills expectations, course requirements, CEI school policies, etc.
- Administers and interprets interest inventories, placement testing, Career Information System, other survey and testing programs
- Assists students in employment and career-selection decisions
- Coordinates student enrollment with student services and faculty; provides crisis intervention, short-term counseling and referrals to community resources as needed
- Maintains currency on CEI available courses of study, student policies, student fees, available student resources, etc.
- Attends education and counseling related workshops and seminars, attends program advisory committee meetings, assists with graduation ceremony, assists with planning and scheduling events in annual calendar.
- Understands Leadership theory and implements leadership best practices

- Assists Deans with training staff and faculty on best practices regarding academic advising, counseling, and student services.
- Other duties as assigned by the Dean of Student Affairs.

**MINIMUM QUALIFICATIONS:**

- Master's degree required. Preference for master's degree in guidance, counseling, advising, higher education, leadership or closely related fields.
- Experience in working with and leading diverse populations under minimal supervision
- Demonstrated excellence in written and verbal skills, and interpersonal relation skills
- Demonstrated knowledge of personal/vocational/CTE/academic counseling theories and current career development theories
- Demonstrated knowledge of leadership theory and practice
- Ability to present to large groups
- Ability to lead a small team collaboratively and effectively

**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. CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter
3. Résumé or VITA
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.