

Posted: 05/14/2024
Salary Range: \$43,074.00 - \$47,860.00
Status: Full-time, Exempt



[The College of Idaho](#) invites applications and recommendations for a **First Year Academic Advisor**. As a member of the [Academic Advising](#) team, this position works closely with Student Affairs, faculty members, and the Registrar's Office to oversee advising activities that support the academic mission and student success.

The Advisor meets individually with students to develop academic success plans, explore time and commitment management, and create a successful first year academic experience. They will support first year student retention programs, and assist in the planning, coordinating, and presentation of the college's New Student Orientation/Welcome Week Events.

The successful candidate will possess a Bachelor's degree and have practical experience with academic student support (advising, learning support, tutoring.) They will be proficient with Microsoft Office Suite, database software, web-based applications, and utilizing social media to effectively communicate with students. Excellent communication skills and demonstrated ability to work with students, showing empathy, professionalism, and a deep understanding of academic programs is essential. Candidates with 1-2 years of 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, 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. 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.