



Posted: 01/13/2026
Pay Rate: \$17.75-\$19.70
Status: Non-Exempt, Full-time

The College of Idaho is seeking a detail-oriented and student-focused **Student Services Coordinator** to serve as the first point of contact for the Registrar's Office. Reporting to the Associate Vice President for Institutional Effectiveness/Registrar, this role is essential to the daily student experience, providing expert 'front-line' support across in-person, phone, and digital channels. The successful candidate will manage a diverse range of responsibilities—from coordinating daily office operations and maintaining precise enrollment records to collaborating with faculty and staff on course scheduling, assist in the interpretation and enforcement of College policies, playing a vital role in guiding students through their academic journey, ensuring they stay informed and on track from registration through to commencement

In this multifaceted role, you will execute critical administrative functions that uphold the integrity of our academic records. This includes supporting registration and grading, managing time sensitive processes, and overseeing the creation of active records and the archival or destruction of inactive records. You will also assist with final degree certifications, provide support for the commencement ceremony, and coordinate with the DALE office to facilitate disability accommodations. This position requires an in-depth understanding of the College catalog and strict adherence to state and federal regulations, including **FERPA**, as you handle sensitive documentation for a diverse student body.

The ideal candidate will possess a strong student-centered philosophy and at least **two years of related work experience**, preferably within a higher education registration or records environment. We are looking for a professional with a proven work ethic, unquestioned integrity, and the ability to troubleshoot complex issues using Microsoft Office and student database systems like **Ellucian Colleague**. You must be a clear communicator who thrives in a fast-paced environment, demonstrating the organizational skills necessary to manage multiple deadlines with minimal supervision.

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 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. Spouses, domestic partners, and dependents are eligible for benefits coverage.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to careers@collegeofidaho.edu. The desired **start date for this position, March 2 or earlier**. Review of applications will begin immediately and continue until qualified candidates are selected. As we move through the application review process, additional information may be requested from qualified candidates.

With over 134 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is a [mission-driven 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 dedicated to attracting, retaining, and optimizing performance and academic excellence through an inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law.