



Posted: 02/20/2026

Salary Range: \$46,520.00 - \$51,689.00

Status: Exempt, Full-time

[The College of Idaho](#) is seeking a dedicated and collaborative **Academic Advising Coordinator** to join the Cruzen-Murray Library and Learning Support team. This pivotal role provides overall support and coordination for academic advising across the institution, ensuring that students have the guidance they need to navigate their educational journeys. As a central figure in student success, the Coordinator acts as a bridge between administrative processes and academic achievement, fostering an environment where students can thrive from their first day through graduation.

In this role, you will be the primary academic point of contact for all new first-year and transfer students, facilitating their transition to the College through summer schedule-building, orientation and registration. Your day-to-day responsibilities will include one-on-one advising meetings with students and the development of documentation and programming to enhance advising practices campus-wide. You'll coordinate the major declaration process and work with academic departments in assigning faculty advisors. Beyond initial enrollment, you will collect information from the Retention Alert system and lead the support team in proactive student-centered outreach. Additionally, you will oversee the Academic Standing process, providing essential support and intervention for students on academic warning or those seeking readmittance.

The successful applicant will hold a Master's Degree in a field relevant to the College's mission and have practical experience in academic student support, such as advising, tutoring, or learning assistance. We are seeking a self-motivated professional with exceptional communication skills and the ability to work effectively with students, demonstrating empathy, professionalism, and a strong understanding of academic programs. Proficiency in Microsoft Office and a detail-oriented approach to complex policies are also required. Additionally, candidates with previous work experience in a higher education environment 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 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 is April 13**. 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.