

International Admissions Specialist
University of Idaho

Direct Link: <https://www.AcademicKeys.com/r?job=122141>

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Posted Apr. 15, 2019, removed Jun. 3, 2019

Job Title	International Admissions Specialist
Department	
Institution	University of Idaho Moscow, Idaho
Date Posted	Apr. 15, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
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Job Description

University of Idaho

International Admissions Specialist

Location: Moscow

Division/College: Enrollment Management

Employee Category: Classified

Pay Range: \$16.22 per hour or higher commensurate with experience

Full/Part Time: Full Time

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Position Summary:

Compile critical, confidential file documentation; evaluate academic records; determine eligibility for admissions; assign appropriate admissions decision; and assist telephone and walk-in clients. Coordinate international admissions processing; research complex materials; provide international student advising and assistance during the admissions process; ensure compliance with immigration laws and regulations and prepare immigration forms.

Minimum Qualifications:

Education and/or Experience:

Experience interpreting and applying laws, rules, and procedures.

Experience identifying, researching, and correcting errors for multiple or complex programs.

Experience interacting with or providing services to persons of various social, cultural, economic, and education backgrounds.

Experience entering and retrieving data using a computerized record system.

Experience composing and proofreading business correspondence.

Preferred Qualifications:

Education and/or Experience:

Bachelors Degree.

Excellent written communication skills as demonstrated in application materials.

Some knowledge of international educational systems.

Intermediate typing, word processing, and computer skills.

Work experience in a college or university setting.

Knowledge of UI policies and procedures, campus facilities, and student support services.

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Experience with the Banner administrative database system.

Familiarity with student records and the organizational structure of higher education institutions.

Ability to work professionally with the public as well as university staff/faculty.

Excellent telephone etiquette and communication skills.

Familiarity with Microsoft Word for Windows, spreadsheet software, e-mail, and web-based research.

Physical Requirements & Working Conditions:

Posting Number: SP002150P

Posting Date: 04/11/2019

Closing Date:

Open Until Filled: Yes

Special Instructions:

This position is open until filled, however, applications received on or before April 29th, 2019 will receive first consideration.

Posting will remain open until a suitable pool of suitable candidates is identified.

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [url=https://apptrkr.com/1438227]jobs.uidaho.edu

EEO Statement

University of Idaho is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

University of Idaho

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