



Posted: 01/23/2025
Hourly Range: \$13.70 - \$18.00
Status: Non-Exempt, Full-time

[The College of Idaho](#) invites applications and recommendations for a **Health & Wellness Center Coordinator** to join our Health & Wellness team. This position is responsible for coordinating activities and initiatives related to the Health & Wellness Center. The role also involves providing administrative support, assisting the crisis team, helping students access resources and wellness services, and supervising a team of student employees.

The Health & Wellness Center Coordinator performs a range of administrative operations duties under the direction of the Center's Director, some of those responsibilities include; opening and closing the center, scheduling, and supply coordination. Assisting counselors and clinicians with the maintenance of and ensuring data integrity of client records including FERPA and HIPAA compliance. They may also provide auxiliary support including working with clinical staff to support services for students experiencing crisis.

The ideal candidate should have an Associate's degree, at least two years of relevant experience and knowledge of FERPA and HIPAA guidelines with the ability to apply them. Experience in the use of Microsoft Office Suite, and excellent organizational abilities. Communication and interpersonal skills are essential to interact effectively with culturally and ethnically diverse members of the campus community. Being bilingual in Spanish and having a Certified Medical Assistant certification are highly advantageous.

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.