



Posted: 03/21/2025  
Hourly Range: \$15.00 - \$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 overseeing and coordinating all administrative office operations and customer service within the Health Center. The role involves providing crucial support to students in accessing resources, managing a variety of administrative tasks, and supervising student employees.

The Health & Wellness Center Coordinator is a multifaceted position ensuring the Health Center runs efficiently while maintaining a positive and supportive environment for students. Some of those responsibilities include opening and closing the center, scheduling, supply coordination, and assisting counselors and clinicians with maintaining 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 possess an Associate's degree and have at least two years of relevant experience. They should be knowledgeable about FERPA and HIPAA guidelines and capable of applying them effectively. Proficiency in the Microsoft Office Suite is essential, along with excellent organizational skills. Strong communication and interpersonal skills are necessary for effective interaction with members of the campus community. Being bilingual in Spanish and holding a Certified Medical Assistant certification would be 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, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). Review of applications will begin immediately and continue until the position is filled.

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.