



Posted: 06/25/2026
Salary: \$35,568.00 - \$41,032.00
Status: Exempt, Full-time

[The College of Idaho](#) is seeking an enthusiastic, student-centered professional to fill the role of **Student Involvement Coordinator**. This essential role is central to the campus community, supporting the planning, implementation, and coordination of co-curricular engagement opportunities and student leadership development initiatives. This position will collaborate closely with student organizations while coordinating key traditions such as new student orientation, Welcome Week, and major campus events. The successful candidate will play a pivotal role in shaping the student experience.

The primary duties of this position will center on comprehensive advisory and administrative support, facilitating events, and managing student services. This position guides student organizations, including the Student Executive Council and Senate, through the full lifecycle of event planning, from conception and contractual arrangements to risk management and execution for programs like concerts, lectures, Homecoming, and seasonal festivals. The individual will also track student involvement budgets, hire and supervise student assistants, lead civic engagement initiatives, and collaborate with Marketing and Communications to enhance campus event promotions. Success in this role requires exceptional organizational, time management, and multitasking skills to thrive in a fast-paced environment, while fostering collaborative relationships across campus and the local community.

To be considered for this role, a **Bachelor's degree** is required. Additionally, **one to three years of relevant experience** in student affairs, higher education, student engagement, or a related area, through applicable graduate assistantships or internships, will be considered. Candidates must be proficient in Microsoft Office, display a willingness to learn new digital platforms, and demonstrate strong interpersonal, written, and verbal communication skills, with a preference for bilingual candidates. Essential traits include sound judgment, attention to detail, and a commitment to high-quality customer service. Because our campus life thrives outside the classroom, this position requires a high level of professionalism, sharp attention to detail, and the flexibility to work evening and weekend hours to support our active student body. Preferred qualifications include prior experience supporting campus event planning, basic supervisory or leadership experience, and a demonstrated ability to successfully coordinate complex projects and program implementations.

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. 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.