



Posted: 10/15/2026
Salary range: \$20.71 - \$23.01
Status: Non-Exempt, Full-time

[The College of Idaho](#) is seeking an organized and detail-oriented HR Data Coordinator to serve as the primary gatekeeper for our human resources data. Operating under general supervision, this position handles day-to-day data entry, auditing, and record maintenance within our Human Resources Information Systems (HRIS). This is a foundational role focused on maintaining the integrity, accuracy, and security of employee records.

This administrative support position plays a multi-faceted role in ensuring data integrity, delivering accurate reporting, and supporting core HR operational processes. Core responsibilities include entering and updating employee lifecycle data (such as new hires, terminations, compensation adjustments, and benefit changes), coordinating onboarding workflows, and running pre-payroll validation reports to identify and resolve data discrepancies before they impact paychecks. On the compliance side, this role pulls standard compliance reports, assists the HR Director with specialized regulatory reporting (such as IPEDs and 1095-C preparation), and maintains clear technical process documentation. Additionally, the role serves as a vital contact for student employment, ensuring student hire paperwork is completed timely and accurately, verifying student work eligibility, and entering/maintaining student employment data in our HRIS.

Qualified candidates must possess an Associate's degree or an equivalent combination of education and experience; a Bachelor's degree is preferred. One to two years of high-volume experience in HRIS data entry or HR/payroll administration support is required; consideration may be given to individuals with relatable skills from other fields. A high level of professional customer service, strong organizational abilities, and a proven proficiency in the Microsoft Office suite (specifically Word, Excel, and Outlook) are essential. Candidates must demonstrate a solid comfort level in learning new technologies and software systems, alongside a high level of discretion required to handle sensitive or confidential information.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the duration of their employment without sponsorship from The College of Idaho.

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.