



Posted: 08/05/2025  
Pay Rate: \$41,868.00 - \$55,824.00  
Status: Exempt, Full-time

[The College of Idaho](#) is seeking a Facilities Project Coordinator to enhance our campus infrastructure through strategic project oversight. This full-time position offers a unique opportunity to lead a spectrum of facilities initiatives, including significant renovations and ongoing maintenance tasks. If you possess expertise in project management, organizational skills, and effective communication, this is an ideal setting to leverage your experience in a dynamic and collaborative environment.

In this role, you will serve as the primary contact for all facilities-related projects. Your responsibilities will encompass the planning, scheduling, and execution of renovation and maintenance initiatives, along with defining project scopes, budgets, and timelines. You will interface with external contractors, vendors, and various internal departments to ensure efficient communication and minimal disruption to daily operations. Additionally, you will be involved in procurement processes, monitor project expenditures, and manage our work order system, which includes tracking service requests and preventive maintenance protocols.

The ideal candidate will possess a minimum of two years of demonstrated experience in construction coordination, facilities operations, or project management. We are looking for an individual with advanced communication abilities, exceptional organizational skills, and strong problem-solving capacity, capable of concurrently managing multiple small- to mid-scale projects. A solid understanding of facilities systems—including HVAC, electrical, and plumbing components—as well as familiarity with building codes and safety regulations, is essential. Experience working in a collaborative, customer-oriented environment is critical. Proficiency in project management software or a Computerized Maintenance Management System (CMMS) is advantageous, as is prior experience in a higher education or non-profit sector.

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 [hr@collegeofidaho.edu](mailto:hr@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 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 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.