

Posted: 06/08/2022
Hourly rate: \$14.80 - \$19.73
Status: Non-Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for a **Human Resources Coordinator and Data Specialist**. As a member of the human resources team, this position provides day-to-day coordination and support for our student health insurance and employee benefit programs. They also serve as the primary source for creating, maintaining, and reporting of employee and benefit related data in our HRIS.

The HR Coordinator and Data Specialist position is customer service focused and requires a high level of accuracy and attention to detail. In this position you will have the opportunity to deepen your benefits and general HR knowledge in a fast-paced and team-oriented environment.

The successful candidate will have one to two years experience in benefit administration or HRIS, possess a fundamental understanding of HR and/or employee benefit regulations, and possess a comfort level in learning new technology, systems and/or online services. They will have obtained an Associate's degree or have an equivalent combination of education and relatable experience.

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 candidate must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, retirement plan with employer match after one year of employment, 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, cover letter addressing qualifications for the position and a description of the skills and experience you have that will contribute to your ability to successfully work in a diverse campus community. Please also include 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 125 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.