Corporate Relations Coordinator

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Type: Adjunct/Part-Time
Salary: Starting at $24 per hour
Posted: 2 days ago
Category: Economic and Business Development

Corporate Relations Coordinator

Posting Number: SP005164P
Division/College: College of Business & Economics
Department: College of Business & Economics Admin
Location: Moscow

Posting Context Statement:

Position Overview:

Reporting to the Dean of the College of Business and Economics, the Corporate Relations Coordinator is responsible for supporting the expansion of experiential learning opportunities for undergraduate and graduate students. The coordinator will identify, scope, and coordinate consulting projects with corporate, nonprofit and small-business partners. These projects will support the AI and Analytics Lab engagement and other experiential learning activities across the college.

Required Experience:

- One year of work experience in student support services, sales, clientele support services or organizational learning
- Strong communication and relationship-building skills; ability to represent CBE professionally.
- Ability working professionally with faculty, students, and external stakeholders.
- Experience using computer software and applications for word processing, email, internet searches and data organization

- Demonstrated knowledge of office equipment and computer skills such as Qualtrics, Microsoft Outlook, Word, Excel, PowerPoint, Adobe or similar programs.

Required Education:
Bachelors Degree from an accredited four year institution

Required Other:

Additional Preferred:

- Experience in business development, project management, analytics, or client-facing work.
- Ability to understand organizational needs and translate them into well-defined student projects.
- Understanding of consulting frameworks, data-driven projects, or AI/Analytics.
- Excellent organizational and project management abilities, including managing multiple projects simultaneously.

Physical Requirements & Working Conditions:

Degree Requirement:
Listed degree qualification is required at time of application
FLSA Status: Non-Exempt
Employee Category: Classified
Pay Range: $24.00 per hour or higher commensurate with experience
Type of Appointment: _of_Appointment
FTE:
0.5

Full Time/Part Time: Part Time
Funding: This position is contingent upon the continuation of work and/or funding.
A visa sponsorship is available for the position listed in this vacancy: No
Posting Date: 02/04/2026
Closing Date:
Open Until Filled: Yes
Special Instructions to Applicants:

- Applications submitted on or before February 18, 2026 will receive first consideration.
- Please address all required and applicable preferred qualifications in your letter of application.

Applicant Resources:https://www.uidaho.edu/human-resources/careers/applicant-resources
Background Check Statement:

Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, visit https://uidaho.peopleadmin.com/postings/50765

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