

We are so excited you're interested in a position as a Hall Coordinator with Residence Life and Student Housing at the University of New Mexico! To make our process as transparent as possible, we have tried to outline it clearly here, but if you have any questions, please don't hesitate to contact DeAnna Padilla (dpadilla4@unm.edu)

We anticipate having at least one 1.0 FTE Hall Coordinator position openings for 2025-2026. Please visit [here](#) for more information on UNM's FTE statuses and benefits eligibility.

Our process is three-fold, and consists of an application, first stage interview, and second stage interview. Each portion of the process, as well as tentative dates, is included below.

APPLICATION

UNM utilizes online software for application processing via UNMJobs, at unmjobs.unm.edu. All candidates must complete the online application for the position they are interested in via UNMJobs (position requisition req32051 "Coord, Residence Life Community") for further consideration. Our application is currently available at [this link](#).

Candidates must complete the application prior to a scheduled interview or February 28, 2025, whichever occurs first.

FIRST STAGE INTERVIEW

In addition to the UNM Jobs application, UNM will be conducting first round interviews of candidates that meet the minimum work requirements. These interviews will be 30 minutes long and provide a chance for us to get to know candidates and the candidates to get to know us.

We will conduct many of our interviews at the Student Affairs Placement Conference and the Oshkosh Placement Exchange February 17-22, 2025. Candidates not attending SAPC or OPE will be asked to interview virtually between February 17-22, 2025.

SECOND STAGE INTERVIEWS

Given our number of openings, we anticipate inviting 3-6 successful first round candidates to meet our team and tour our campus at the cost of the department.

The second stage interviews are anticipated to be held March 10 - 14, 2025. This time will include multiple interviews and socials with various members of our staff, campus constituents, and students.

Successful candidates will be invited to interview no later than Tuesday, March 4, 2025.

DECISIONS & OFFERS

Initial position offers will be made no later than Friday, April 4, 2025 with a response from candidates requested by Wednesday, April 9, 2025. Due to required background checks and UNM hiring processes, the candidate pool will not be dispensed until all positions are filled. However, all candidates will receive notice of their standing in our process no later than Monday, April 14, 2025.

The start date for the Hall Coordinator position is June 30, 2025.