

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 2024-2025. 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 req28252 "Coord, Residence Life Community") for further consideration. Our application is currently available at [this link](#).

Internal candidates must complete the application prior to a scheduled interview or 2/16/2024, whichever occurs first.

External candidates must complete the application prior to a scheduled interview or 3/4/2024, 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.

Internal candidates will interview in person February 13-13, 2024.

We will conduct many of our external candidate interviews at the Oshkosh Placement Exchange February 29-March 3, 2024. External candidate not attending OPE will be asked to interview virtually between February 26 – March 3, 2024.

SECOND STAGE INTERVIEWS

Given our confirmed 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.

Internal candidates will have their second stage interview February 22-26, 2024.

The second stage interviews for external candidates are anticipated to be held March 12, 13, or 14, 2024. This time will include multiple interviews and socials with various members of our staff, campus constituents, and students.

Successful external candidates will be invited to interview no later than Monday, March 4, 2024.

DECISIONS & OFFERS

Initial position offers will be made no later than Friday, March 22, 2024 with a response from candidates requested by Wednesday, March 27, 2024. 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 1, 2024.

The start date for the Hall Coordinator position is June 24, 2024.