



## Admissions Counselor

College of Saint Mary is seeking a professional to join the Enrollment Services Team as an Admissions Counselor. At College of Saint Mary we believe in the power of education to help women realize their potential, identify leadership strengths and find fulfillment in careers and lives.

This position requires an outgoing, articulate individual who represents the University for recruitment and outreach to provide detailed information about the enrollment process and experience at College of Saint Mary. Responsible for administering all aspects of the college search and admissions process with prospective students; may recruit high school, transfer or graduate students to College of Saint Mary; initiates contact with students, parents, counselors, teachers and communicates specifics about the academic programs offered by College of Saint Mary; encourages prospective students to apply and attend; explains the admissions and financial aid processes to prospective students.

### Primary Job Responsibilities:

- Serves as a member of the Enrollment Services Team and recruits assigned programs and populations.
- Ensure recruitment goals are met through the full admission funnel; specifically regarding applications, acceptances, deposits and enrolled students.
- Frequent travel to recruitment events. Evening and weekend hours required, especially during travel season. Travels locally and out-of-state.
- Maintain a steady flow of communication via telephone, email, texting, and traditional mail with prospective students through the full admissions funnel between the student and CSM.
- Guide prospective students through enrollment experience and create connection with program director.
- Prepare student admission files for program review and evaluation.
- Knowledge and effective communication of CSM's process and programs in admission, financial aid, academic, and student life.

### Qualifications:

- Bachelor's degree required.
- Three years of admissions, enrollment or sales experience preferred.
- Public speaking skills and experience.
- Passion for results, strong work ethic, and a winning attitude.
- Ability to work a flexible schedule including evenings and weekends.

**Salary Range for this Position:** \$35,000 - \$40,000 annually

### **Application:**

Please apply using the following link. Please have a resume, cover letter and three professional references, including a minimum of one supervisor, ready to upload during the application process.

[Admissions Counselor Application](#)

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*