

## **Admissions Recruiter College of Saint Mary**

College of Saint Mary, in Omaha, Nebraska, is seeking a professional to join the Enrollment Services Team as an Admissions Recruiter. 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. Recruitment and outreach requires events and a steady flow of communication. Events may include but are not limited to college fairs, high school visits, community college events, professional fairs and tradeshow. Outreach may include non-profit, churches, or private organizations. These activities may include individual, small and large group presentations. This position requires overnight travel and commitments on evenings and weekends.

### **Primary Job Responsibilities:**

- Responsible for various recruitment and outreach efforts to help grow a pool of qualified candidates.
- High level of phone work for recruitment to cultivate students through the admissions process.
- Frequent travel including evening and weekend hours required, especially during travel season. Travels locally and out-of-state.
- Maintains a steady flow of communication via telephone, email, texting, traditional mail, and social media, with prospective students/inquiries and applicants in order to establish a relationship between the student and CSM and to move the student through the admissions funnel.
- Provides detailed information about the enrollment process and experience at College of Saint Mary.
- Reviews admissions applications and evaluates credentials based on assigned recruitment areas.

### **Qualifications:**

- Bachelor's degree required. Two 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 and Benefits:**

The salary range for this position is \$32,500.

College of Saint Mary offers a wide array of benefits, including medical and dental coverage for you and your family, life Insurance and disability programs, flexible spending accounts, 403b, tuition remission programs for dependent children at College of Saint Mary and tuition

exchange programs with participating institutions. Our University's Wellness Program allows for employees to dedicate 45 minutes, twice a week to wellness activities on-campus, during office hours.

**Application:**

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

[Admissions Recruiter Application](#)

*College of Saint Mary is a Catholic university dedicated to the education of 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, 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.*