



Admissions Recruiter

College of Saint Mary, in Omaha, Nebraska, is seeking a bilingual 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 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 CSM.
- 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.
- Bilingual skills (English/Spanish) preferred.

Minimum Salary for this Position: \$31,230

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.

[Application for Admissions Recruiter](#)

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.