



Enrollment Assistant

College of Saint Mary is seeking an enthusiastic professional to join the Office of Enrollment Services as an Enrollment Assistant. This position serves in Walking Women Welcome Center and is the first point of contact for the office. 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 supports Enrollment Services as students move through the enrollment process. Day-to-day operations vary based on enrollment initiatives and will include data entry, answering the phone, coordinating visits, preparing correspondence and materials for prospective students, and managing files between offices through the enrollment process.

Primary Job Responsibilities:

- Coordinates individual campus visits with prospective students between enrollment services, ambassadors, academic affairs, athletics, and student success to provide a positive campus visit experience.
- Greets prospective students and visitors to campus and escorts guests to appropriate venue.
- Assures the integrity of enrollment data including entry, extraction, storage, manipulation, processing and analysis.
- Answers the department telephone and personally greets, listens and responds in a helpful and friendly manner.
- Maintains assigned workflows for enrollment email account.
- Assists the department with phone calls based on recruitment cycle and enrollment initiatives.
- Gains full understanding of admission workflows and supports department as students move through the enrollment process.
- Provides support and creativity to operational goals and effectiveness for the department.
- Assists with management of Enrollment Services documents, materials and announcements on college intranet system.
- Uses professional judgment to discern data for most accurate enrollment data.
- Generates reports and queries.
- Responsible for proper function of communication flows to prospective students from student information system.

Qualifications:

- Associates degree required; bachelor's degree preferred.
- Prefer at least two years of experience in a secretary role or related position.

Minimum Salary: \$35,000

Application:

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

[Application: Enrollment Assistant](#)

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.