

Enrollment Data Specialist College of Saint Mary

College of Saint Mary, in Omaha, Nebraska, is seeking a professional to join the Enrollment Services Team as an Enrollment Data Specialist. 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 a self-directed person to manage the fast-paced enrollment environment.

Primary Job Responsibilities:

- Assures the integrity of enrollment data in the institution's student information system including entry, extraction, storage, manipulation, processing and analysis.
- Generates reports and queries.
- Responsible for proper function of communication flows to prospective students from student information system.
- Supports team members with enrollment data as students move through all of the admission workflows.
- Assists department with enrollment phone line.
- Provides support and creativity to operational goals and effectiveness for the department.
- Performs clerical functions and works on projects as assigned.
- Attends Enrollment Services staff meetings and is prepared to report on assigned projects, system updates or enrollment data.
- Participates on College committees.
- Encourages a healthy and productive working relationship between the Enrollment Services Division and other College offices.

Qualifications:

- Associate degree required; bachelor's degree preferred.
- Preferred candidates will have previous data entry and/or data system experience.

Salary and Benefits:

The salary range for this position is \$36,000-\$39,000 based on qualifications and experience of the candidate.

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.

Application:

Please apply using the following link. **Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the**

document that contains all of the above information. The system allows only one attachment. Applications accepted until position is filled.

<https://home.eease.adp.com/recruit/?id=13190801>

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.