



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Vice President of Enrollment Services

College of Saint Mary is inviting diverse applicants for consideration in our search for the Vice President for Enrollment Services. The new VP will join an established Senior Leadership Team with a proven track record, of student focused, mission driven, and financially sustainable leadership. The VP of Enrollment Services is responsible for designing and managing a stellar student focused recruitment experience, reflective of the College of Saint Mary mission and culture.

The ideal candidate has:

- Success in leading a sales team and growing young professionals.
- Internal motivation to achieve results.
- A collaborative, transparent, and empowering approach in working with others.
- Technical savvy and is data driven.
- Personal values which resonate with the CSM mission.
- Approaches challenges with innovative yet practical solutions.
- Embraces change in a fast-moving environment.

Essential Functions

- Hire, train, inspire and supervise the enrollment team. Responsible for the outcomes of new student enrollment in support of the mission.
- Adapt processes and strategies for the specific programs and types of students being recruited (ex: undergraduate high school, undergraduate transfer, graduate health professions, athletes, mothers living and learning, Marie Curie Scholars, Misericordia students).
- Partner closely with the Recruitment Strategy Team, College Admissions Committee, marketing, technology, athletics, the registrar, and program coordinators in key academic programs.
- Lead the planned implementation of a new Customer Relationship Management (CRM) system.
- Leverage a variety of tools, including campus visits, calling, emails, texting, and traditional mail to progress students through the enrollment process.
- Partner with Academic Affairs in the development of new academic programs or adaptations to existing programs.
- Manage the enrollment services departmental budget to provide the highest return on investment in pursuing our recruitment goals.
- Collaborate with internal and external stakeholders to position the College for enrollment growth.

Application

Please apply using the following link. Please have a resume, cover letter and three professional references, including one supervisor, ready to upload during the application process. Applications received by Sunday **December 6, 2020** will be included in the Search Committee's initial candidate pool.

[Application: Vice President of Enrollment Services](#)

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.

Description of the College

College of Saint Mary (CSM) is a Catholic women's university in Omaha, NE, that has thrived by serving an increasingly diverse, low-income, and first-generation student population. It is a Council of Independent Colleges member school with about 650 undergraduates (and 350 in graduate programs), and also a member of the Yes We Must Coalition for independent colleges with undergraduate Pell enrollment of at least 50 percent. Through a multi-year, collaborative approach, CSM has

- built a college-wide culture of responsibility for student success;
- cut undergraduate tuition by a third and average annual student borrowing by 38%;
- more than doubled annual donations to funded scholarships (from \$1.1M to \$2.9M);
- increased its underrepresented minority student population from 23% to 31% -- aligning more closely with the surrounding Omaha area of 33%;
- added new graduate health professions programs (Doctorate in Physical Therapy, Occupational Therapy Doctorate, Masters in Physician Assistant Studies);
- invested \$20 million in its athletic facilities (fully funded through the generosity of donors); and
- has remained consistently debt-free with net positive annual operating revenue for over 15 years.

As an indication of its all-in approach, in addition to providing academic advising, mental health services, an early warning system, and other student support services, CSM staff and faculty across the institution -- including the president and her cabinet -- serve as success coaches to several students each, providing personalized outreach and encouragement.

Efforts to align access and success with sustainability include fundraising to support mission-driven initiatives, such as for its residential program for single mothers and their children, aid for undocumented students, and scholarships to offset the tuition cut until new graduate programs could generate enough revenue to cover the gap. As noted by Provost Dr. Sarah Kottich, "Our mission is to provide access to a high-quality affordable education for women. We are not about being elite, rather we are about helping students improve their lives and their family's lives through education. This is compelling to our faculty, staff, board, donors and foundations who support us. What works for us is going all-in on our mission. It's the guidepost for everything we do, and people who invest in us respond to that."

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