Enrollment Assistant
College of Saint Mary

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 answering the phone, coordinating visits, data entry, preparing correspondence and materials for prospective students, and managing files through the enrollment process.

**Primary Job Responsibilities:**
- Greets prospective students and visitors to campus and escorts guests to appropriate venue.
- Coordinates individual campus visits with prospective students between enrollment services, ambassadors, academic affairs, athletics, and student development to provide a positive campus visit experience.
- Answers the department telephone and personally greets, listens and responds in a helpful and friendly manner.
- 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.
- Maintains assigned workflows for enrollment email account.
- Assures the integrity of enrollment data including entry, extraction, storage, manipulation, processing and analysis.
- 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.
- 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:
- Associates degree required; bachelor’s degree preferred.
- Preferred at least two years of experience in a secretary role or related position.

The salary for this position is $34,032 to $37,814.

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.

If interested, please apply using the following link. Please put your resume, letter of interest, 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.

https://home.eease.adp.com/recruit/?id=14951111

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, 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.