



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.

## **Admissions Counselor (Bilingual - Spanish)**

**Are you a competitive, innovative, and dynamic professional ready to support students in their journey through higher education?** You might be a perfect fit for our Admissions Counselor position. This position is member of the recruitment team comprised of enthusiastic individuals who support the recruitment of undergraduate and graduate students to the College of Saint Mary.

### **Our Idea of a Perfect Candidate Is Someone Who:**

- Has successful recruitment experiences with undergraduate and graduate prospective students.
- Demonstrates professional experience working with diverse groups; and knowledge of related computing programs, such as Power Campus or another student information system, CRM technology.

### **Our Ideal Candidate's Education and Experience Include:**

- A Bachelor's Degree
- Three years of experience in managing a sales territory or experience working in Higher Education.
- Fluent in English and Spanish

### **This Position Is Responsible For:**

- Managing a recruitment territory based in Omaha and the surrounding metro and regional area.
- Assisting prospective undergraduate and graduate students through the enrollment process.
- Traveling widely during the fall and spring semesters to promote CSM at high school and/or college visits, college fairs, and other community events.
- Communicating with prospective students in person, through email, social media, and over the phone using numerous calling campaigns spanning the entire recruitment cycle.
- Forming and maintaining a partnership with public and private high schools, community colleges and independent schools in their assigned territory.

### **Why You Want to Be on This Team:**

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

### **Application**

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

Please apply using the following link: [Admissions Counselor](#)

*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.*