

COLLEGE OF SAINT MARY

Admissions Counselor

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

Our Idea of a Perfect Candidate Is Someone Who:

- Demonstrates self-direction, motivation, and decision-making skills
- Possesses strong written and verbal communication skills
- Has experience working with diverse groups
- Understands computing programs and/or CRM technology
- Is collaborative, team oriented, and mission driven

Our Ideal Candidate's Education and Experience Include:

- A bachelor's degree
- Experience in sales or working in higher education
- Bilingual in English/Spanish Preferred

This Position Is Responsible For:

- Managing a recruitment plan based in Omaha and the surrounding metro and regional area.
- Traveling widely during the fall and spring semesters to promote CSM at high school and/or college visits, college fairs, and other community events.
- Forming and maintaining a partnership with public and private high schools, community colleges and independent schools assigned by supervisor.
- Assisting prospective undergraduate students through the enrollment process.

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.