



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.

Assistant Director, Admissions

Are you a competitive, innovative, and dynamic professional ready to support students in their journey through higher education? If so, you might be a perfect fit for our Assistant Director position. This position is responsible for designing and implementing coordinated recruitment processes for transfer students and other non-traditional student populations.

Our Idea of a Perfect Candidate Is Someone Who:

- Communicates effectively, both orally and in writing
- Is able to plan and implement recruitment events in an organized and efficient manner

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree
- Three years in admissions, higher education, sales, marketing, or related field
- Knowledge of Salesforce is a plus

This Position Is Responsible For:

- Extensive travel during the fall and spring semesters to promote CSM at high schools, community colleges and community-based organizations.
- Develops, implements, and administers plans, programs, and events for transfer student recruitment.
- Represents College of Saint Mary at 2-year colleges, college fairs, conferences, and seminars.
- Strengthen ties with community college counselors/advisors and other key influences in the recruitment process within the assigned geo-market.
- Recruits students and collaborates with on campus administrators for the CSM Mothers Living and Learning program.
- Identifies and develops partnerships for outreach to prospective students and influencers.
- Provide admission decision recommendations for selected applicants from assigned territory.
- Communicate with prospective students spanning the entire recruitment cycle.

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: [Assistant Director, Admissions](#)

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.