



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.

CRM Administrator & Analyst

Are you looking for a truly unique opportunity to create change and drive innovation, and make a measurable impact? If so, our CRM Administrator & Analyst position might be the right fit for you. This position offers the opportunity to push boundaries and help advance data driven decision making throughout the prospective student lifecycle.

Our Idea of a Perfect Candidate Is Someone Who:

- Is a problem solver with the ability to understand sales and marketing strategies, foundational IT skill sets, an orientation toward data-driven decision-making, and a desire to win.
- Is a quick learner who can execute innovative strategies with guidance from various key stakeholders.

Our Ideal Candidate's Preferred Education and Experience Include:

- Degree in Marketing, Business, or related field
- Two years of experience with CRM

This Position Is Responsible For:

- Providing continual communication updates during the project life cycle to stakeholders and management.
- Managing and tracking the status of requirements throughout the project lifecycle.
- Communicating changes, enhancements, and modifications to stakeholders and users.
- Coordinating system integration and end user testing.
- Working with third party vendors for support, upgrades, and implementations.
- Conducting all administrative functions including user account maintenance, data imports, custom reports and basic dashboards, workflows, and maintenance of user roles, profiles, security settings, access settings, and other routine tasks.
- Developing and update system documentation for training support.
- Identifying, developing, and recommending training opportunities that support end user needs.

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 three professional references, including a minimum of one supervisor, ready to upload during the application process.

Please apply using the following link: [Application for CRM Administrator & Analyst](#)

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.