



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.

## **Director of Recruitment**

**Are you looking for a leadership role within an amazing enrollment services team?** If so, our Director of Recruitment position might be the right fit for you. The Director of Recruitment, who is an integral member of admissions team, acts as a senior advisor to the Vice President on all admission matters and assists with strategic enrollment planning.

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

- Strong organization skills with the ability to prioritize and easily multi-task.
- A deep understanding of the use of CRMs (particularly Salesforce) and the ability to leverage them as a recruitment tool.

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

- Bachelor's or Master's Degree
- Five or more years of experience managing a recruitment or sales territory or working with prospective student populations at the high school, community college, or university level.
- Higher education leadership sales experience. Successful recruitment experiences with undergraduate and graduate admissions counselors.

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

- Working closely with the Vice President for Enrollment to establish goals and strategic initiatives for enrollment success in the short and long term.
- Aligning daily recruitment actions to successfully support a comprehensive recruitment plan.
- Developing a communication plan that will effectively share the CSM story with all constituents.
- Oversee hiring and development of admissions recruiting staff.
- Routinely analyzing and assessing the effectiveness of recruitment activities, and making appropriate adjustments to lead an effort that is continuously proactive and responsive to market forces and institutional priorities.

### **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: [Director of Recruitment](#)

*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.*