

COLLEGE OF SAINT MARY

Director, Undergraduate Recruitment

Are you looking for a leadership role within an amazing enrollment services team? If so, this position might be the right fit for you. The primary objective of this position is to provide the undergraduate admissions counselors with sufficient supervision and support to tell the story of College of Saint Mary, its mission and its benefits to prospective students, influencers and others.

Our Idea of a Perfect Candidate Is Someone Who:

- Is skilled at short and long-range planning.
- Can effectively form and maintain partnerships with public and private high schools, community colleges and organizations serving prospective students in their assigned territory.

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree, supervisory, and planning experience required.
- Five years' admissions, enrollment or sales experience preferred

This Position Is Responsible For:

- Form and maintain partnerships with public and private high schools, community colleges and organizations serving prospective students.
- Coordinate and align recruitment actions to successfully support a comprehensive recruitment plan.
- Assist in developing a communication plan that effectively shares the CSM story with all constituents.
- Establish and maintain a positive culture leading day-to-day undergraduate recruitment efforts.
- Manage special recruitment territories as assigned.
- Hire, train, motivate and develop undergraduate admissions recruiting staff
- Routinely analyze and assess the effectiveness of recruitment activities.
- Effectively communicate and maintain established relationships between the enrollment office and faculty, coaches, staff, and alumni.

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, Undergraduate 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.