



## Enrollment Assistant

College of Saint Mary is seeking an enthusiastic professional to join the Office of Enrollment Services as an Enrollment Assistant. This position serves in Walking Women Welcome Center and is the first point of contact for the office, and supports the Enrollment Services team as students move through the enrollment process. Day-to-day operations vary based on enrollment initiatives and will include data entry, answering the phone, coordinating visits, preparing correspondence and materials for prospective students, and managing files between offices through the enrollment process.

### Who are we looking for as our Enrollment Assistant?

- Detail oriented, articulate and motivated individual
- Capable to discern data for most accurate entry
- Experience with managing multiple calendars and working in Microsoft Excel

### What is a day in the life of an Enrollment Assistant?

- Answers the main line to the department
- Coordinates campus visits and greets prospective students and families
- Enters data and assures integrity of enrollment data
- Maintains department email account
- Excels in an open office environment
- Communicates effectively and professionally
- Predictable, regular attendance is an essential function

### What are the hours for an Enrollment Assistant?

- Monday – Friday 8:00 a.m. – 5:00 p.m.

### What are the qualifications for this role?

- Associates degree required; bachelor's degree preferred
- Preferred at least two years of experience in a secretary role or related position
- Demonstrate a passion for the mission and values of College of Saint Mary
- Proficient in using Microsoft Word, Microsoft Excel and Outlook
- Knowledge of a student information system preferred

### Salary and Benefits

- The minimum salary for this position is \$35,000.
- This is a full-time position eligible for benefits.

### Application

Please apply using the following link. During the application process, please be prepared to upload a letter of application, resume, and current contact information for three professional references.

[Application: Enrollment Assistant](#)

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