



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.

Enrollment Assistant

Are you an enthusiastic, dynamic professional with administrative experience? You might be a perfect fit for our Enrollment Assistant position. This position is the first point of contact for the office and supports Enrollment Services as students move through the enrollment process.

This Position:

- Coordinates individual campus visits with prospective students between enrollment services, ambassadors, academic affairs, athletics, and student success to provide a positive campus visit experience.
- Greets prospective students and visitors to campus and escorts guests to appropriate venue.
- Assures the integrity of enrollment data including entry, extraction, storage, manipulation, processing and analysis.
- Answers the department telephone and greets, listens and responds in a helpful and friendly manner.
- Maintains assigned workflows for enrollment email account.
- Assists the department with phone calls based on recruitment cycle and enrollment initiatives.
- Gains full understanding of admission workflows and supports department as students move through the enrollment process.
- Provides support and creativity to operational goals and effectiveness for the department.
- Assists with management of Enrollment Services documents, materials and announcements on college intranet system.
- Generates reports and queries.
- Pushes incoming leads to CAS via phone and email.

Our Ideal Candidate's Education and Experience Include:

- An Associate's or Bachelor's degree
- At least two years of experience in a secretary role or related position

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: [Enrollment Assistant](#)

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.