



Enrollment Support Specialist

College of Saint Mary is seeking a professional to join the Office of Enrollment Services for the role of Enrollment Support Specialist. This position supports Enrollment Services with our technology and software products for campus visits, texting, enrollment social media, student information system, surveys and placement exams.

Who are we looking for as our Enrollment Support Specialist?

- Professional with previous database, data and social media experience.
- Responsive individual, able to deliver on commitments and exceed expectations.
- Potential to develop professional relationships.
- Manages time to move between tasks.

What is a day in the life of an Enrollment Support Specialist?

- Manages the day-to-day operations of software for department.
- Generates reports for imports/exports of software systems.
- Enters data into student information system.
- Coordinates and assists with proctoring placement exams.
- Develops and coordinates enrollment social media posts.
- Creates and manages survey software for department.

What are the hours for an Enrollment Support Specialist?

- Monday – Friday 8:00 a.m. – 5:00 p.m.
- Occasional evenings and/or weekends to support enrollment events.

What are the qualifications for this role?

- Associate degree required. Bachelor's degree preferred.
- At least two years of experience working with databases, data and social media.
- Demonstrate a passion for the mission and values of College of Saint Mary.
- Proficient in using Microsoft Word, Microsoft Excel and Outlook.

Salary and Benefits

- 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 Support Specialist](#)

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