



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 Systems Specialist**

**Are you looking for a truly unique opportunity to create change and drive innovation, and make a measurable impact?** If so, you might be a perfect fit for our Enrollment Systems Specialist position.

### **Our Idea of a Perfect Candidate Has:**

- Knowledge of college admission guidelines, standards and procedures, and higher education recruitment
- Understanding various higher education systems, including student information systems, databases, and customer relationship management software
- Critical thinking skills, adaptability, and a willingness to learn

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

- Bachelor's degree with three years of admissions, enrollment, or higher education experience
- Previous experience with CRM, or university software
- Salesforce Admin Certification a plus

### **More about this Position:**

The Enrollment Systems Specialist is responsible for the day-to-day operations of College of Saint Mary's Customer Relationship Management System (CRM) Salesforce, as well as other enrollment software systems, and related data support tasks.

The Specialist helps maintain business processes that create efficiencies and solutions for communicating with prospective students, parents, and other constituents, managing the technical side of events, and supporting the data side of enrollment initiatives.

This position reports to the Vice President for Enrollment Management Services to support and contribute to the goals of the enrollment management team. This position will work closely the Director of Salesforce Administration and will collaborate with several departments on campus.

### **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 Systems Specialist](#)

*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.*