



Graduate Admissions Counselor

College of Saint Mary is seeking a sales professional to join the Office of Enrollment Services as a Graduate Admissions Counselor. This position recruits prospective graduate students and guides them through the full enrollment process.

Who are we looking for as our Graduate Admissions Counselor?

- Sales professional with previous admissions or sales 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 a Graduate Admissions Counselor?

- High level of phone work with prospective students as face-to-face interaction is limited.
- Communication via email, texting and traditional mail.
- Running daily reports in excel.
- Interaction with Program Directors and Faculty.
- Travel as needed to recruitment events.

What are the hours for a Graduate Admissions Counselor?

- Monday – Friday, 8:30 a.m. – 5:30 p.m.

What are the qualifications for this role?

- Bachelor's degree required; Master's degree preferred.
- Three years of admissions, enrollment or sales experience required.
- Demonstrate a passion for the mission and values of College of Saint Mary.
- Proficient in using Microsoft Word, Microsoft Excel and Outlook.

Application

Please apply using the following link. Please have a resume, cover letter and three professional references, including a minimum of one supervisor, ready to upload during the application process.

[Application: Graduate Admissions Counselor](#)

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