



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.

Graduate Admissions Counselor

Are you a competitive, innovative, and dynamic professional ready to support students in their journey through higher education? You might be a perfect fit for our Graduate Admissions Counselor position. This position is a member of the recruitment team comprised of enthusiastic individuals who support the recruitment of undergraduate and graduate students to the College of Saint Mary.

Our Idea of a Perfect Candidate Is Someone Who:

- Has successful recruitment experiences with prospective graduate students.
- Demonstrates professional experience working with diverse groups; and knowledge of related computing programs, such as PowerCampus and CRM technology.

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree required.
- Three years of admissions, enrollment, or sales experience preferred.

This Position Is Responsible For:

- Maintains knowledge of and ability to effectively communicate CSM's values, outcomes, academic, and extracurricular programs.
- Frequently travels to recruitment events. Evening and weekend hours required, especially during travel season. Travels locally and out-of-state per assigned territory or as necessary.
- Hosts prospective students on campus ensuring the visit is an opportunity for the student and their influencers to become familiar with what CSM has to offer and to ask questions.
- Works closely with our extended team at Collegis.
- Counsel inquiries and prospective students on competitiveness of their application.
- Guides prospective students through the graduate admissions process.
- Initiates, plans, and executes recruitment/outreach events, activities, and communication in conjunction with the goals and objectives of the department.

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: [Graduate Admissions Counselor](#)

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.