



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.

## **Nursing Program Recruiter and Pathway Coordinator**

**Are you a positive, competitive, and visionary professional ready to optimize enrollment/student placement in the nursing programs?** You might be a perfect fit for our Nursing Program Coordinator position. This position is anticipated to begin August 2021.

### **Our Ideal Candidate Is Someone Who:**

- Is an innovative, dynamic, team-oriented, student-centered professional who wants to join a team dedicated to excellence.
- Desires to serve students from diverse backgrounds through the recruitment and enrollment process.

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

- Master's degree in Higher Education Administration, Student Services, public administration, counseling, education, enrollment, healthcare, or related field.

### **This Position Is Responsible For:**

- A full-time, salaried workload as a nursing program enrollment and placement specialist
- Providing proactive, comprehensive student recruitment and admission support to ensure each cohort is comprised of high-achieving, diverse students and meets program goals
- Communicating with prospective students in person and via email, social media, phone progressing through the entire recruitment and onboarding process.

### **Why You Want to Be on This Team:**

- You would be part of a mission-centered team who works together to serve our community and shape the future of the nursing profession.
- 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:**

CSM is committed to building a diverse educational environment. During the application process, please be prepared to upload a letter of application, current resume/curriculum vitae, statement of student support philosophy, and current contact information for three professional references.

Please apply using the following link: [Nursing Program Coordinator](#)

*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.*