



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.

Senior Admissions Recruiter

Are you a competitive, energetic, team-oriented professional who wants to support the education of our future Health Professionals? If so, our recruiter position might be the right fit for you.

Our Idea of a Perfect Candidate Is Someone Who:

- Has successful recruitment experiences with undergraduate and graduate prospective students.
- Demonstrates professional experience working with diverse groups; and knowledge of related computing programs, such as Power Campus or another student information system, CRM technology.
- Has strong organization skills, attentiveness to detail, effective communication and documentation skills, computerized data management skills, and teamwork/collaboration skills.

Our Ideal Candidate's Education and Experience Include:

- A Bachelor's Degree
- Previous experience in managing a sales territory or experience working in Higher Education
- Prefer previous experience working with health professional related programs and students.

This Position Is Responsible For:

- Communicating with prospective students in person, through email, social media, and over the phone using numerous calling campaigns spanning the entire recruitment cycle.
- Forming and maintaining a partnership with public and private high schools, community colleges and independent schools in their assigned territory.
- Coordinating the admission process for CSM Graduate Health Programs working closely with enrollment, marketing, and the Graduate Health departments faculty/staff and the progression of undergraduate students in the accelerated entry pathway to the pathway programs.
- Organizing and collecting assessment, applicant, progress, and outcome data for the Graduate Health program 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: [Senior Admissions Recruiter](#)

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.