



Admissions Counselor

College of Saint Mary is seeking a sales professional to join the Office of Enrollment Services for the role of Admissions Counselor. This position is responsible to recruit prospective students and guide through the full enrollment process.

Who are we looking for as our 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 an Admissions Counselor?

- High level of phone work with prospective students.
- Communication via email, texting and traditional mail.
- Campus visits with students on campus or virtual.
- Presents to prospective student groups on campus or virtual.
- Running daily reports in excel.
- Interaction with Program Directors and Faculty.
- Travel as needed to recruitment events.

What are the hours for an Admissions Counselor?

- Monday – Friday 8:00 a.m. – 5:00 p.m.
- Travel required for recruitment events scheduled on evenings and/or weekends.

What are the qualifications for this role?

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

Salary and Benefits

- This is a full-time position eligible for benefits.

Application

Please apply using the following link. During the application process, please be prepared to upload a letter of application, resume, and current contact information for three professional references.

[Application: Admissions Counselor](#)

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