

C O L L E G E O F  
**SAINT MARY**

## **Coordinator, Campus Experience & Enrollment Support**

**Are you an innovative and dynamic professional ready to support students in their journey through higher education?** If so, you might be a perfect fit for our Coordinator position. This position has a critical role within the Office of Admissions. The coordinator is responsible for creating, planning, and implementing admissions campus visit events and individual visits, managing logistics for events and visitors including arrangements with other offices, and is responsible for the hiring, training, scheduling and managing the Student Associates.

### **Our Idea of a Perfect Candidate Is Someone Who:**

- Able to work in a fast-paced, team environment.
- Exceptional communication ability by phone and email.
- Ability to multitask, prioritizing the most urgent tasks when appropriate.

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

- Bachelor's degree required.
- Exceptional communication ability by phone and email.

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

- Respond to and coordinate requests for campus visits for prospective students and their families.
- Develop and maintain rapport with academic departments to enhance a student's campus visit experience by scheduling individual meetings with faculty.
- Plan and coordinate campus visit experiences for small and large groups from local primary and secondary schools and community organizations.
- Respond to phone and email inquiries related to admissions.
- Support Assistant Vice President of Enrollment Services day to day tasks
- Partner with Marketing on approving social media posts on CSM social channels.
- Plan logistics for New Student Registration Days
- Organize and plan specific department group visit days.
- Responsible for hiring, training and scheduling the Student Associates.

### **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: [Coordinator, Campus Experience & Enrollment Support](#)

*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.*