

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

## **Clinical Recruiter**

### **Join Our Office of Clinical Partnerships at College of Saint Mary**

College of Saint Mary is focused first on students and their excellence and seeks a Clinical Recruiter to help connect our health professions students with the clinical experiences that shape their careers. This role sits at the intersection of relationship-building, organization, and student success — and it matters.

#### **Are You Someone Who:**

- Takes pride in being part of a team that does important work with care and precision
- Communicates clearly and confidently — whether you're on the phone, on email, or meeting someone in person
- Loves making new connections and finding creative ways to build lasting partnerships
- Has a knack for staying organized and solving problems

#### **Does Your Education and Experience Include:**

- A bachelor's degree (*required*)
- Experience in recruitment and/or data management
- Familiarity with clinical practice

#### **What You'll Do**

##### **Clinical Site Recruitment**

- Seek out and develop new clinical education sites across the U.S. in a variety of specialties
- Connect with site contacts by phone, email, or in person to gather placement and preceptor information
- Maintain a running communication log with all clinical sites — current and prospective

##### **Documentation & Compliance**

- Secure, review, and keep clinical contracts current
- Collaborate with Office of Clinical Partnerships staff and external partners to identify site-specific requirements before a student begins a placement.
- Collect, track, and process data on clinical preceptors, sites, systems, and students — to help strengthen clinical operations and outcomes

#### **Why CSM?**

- Mission-driven work. You'll be part of a team united by a genuine commitment to serving students and the broader community.
- Great benefits. Full-time employees are eligible for health insurance, paid time off, tuition remission, a 403(b) with an employer match, employee wellness time, and more!

#### **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: [Clinical 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.*