COLLEGE OF
SAINT MARY

Coordinator, Enrollment Operations

Join Our Enrollment Services Team at College of Saint Mary
At College of Saint Mary, student success is at the heart of everything we do. We are seeking an organized and service-oriented professional to support students throughout the enrollment process and assist the Enrollment Services team with data management, communications, purchasing, and recruitment events.

Are You Someone Who:
- Provides friendly, helpful service to students, families, colleagues, and visitors
- Is organized, detail-oriented, and able to manage multiple priorities
- Enjoys working with data, technology, records, and event coordination

Does Your Education and Experience Include:
- An associate's degree
- At least two years of experience in an administrative or related position
- Experience with data entry, records maintenance, or customer service preferred

What You'll Do
- Support data entry in Salesforce and PowerCampus,
- Pull graduate applicant data from centralized application services
- Support updates to admissions forms, processes, materials, and related systems
- Monitor communication flows to prospective students
- Generate reports and queries and maintain assigned enrollment email workflows
- Answer department calls and greet visitors in a helpful and professional manner
- Maintain office inventory, campus visit supplies, and marketing materials
- Assist with purchasing requests, expenditure approvals, expense reports, and related paperwork
- Coordinate logistics for admissions and recruitment programs

Work Environment and Physical Requirements
This position works primarily in an office environment and requires frequent sitting, standing, walking, reaching, grasping, and occasional lifting or packing of event materials and supplies. A handcart may be used to transport admissions materials. Local travel may be required.

Why You Want to Be on This Team
- Mission-driven work. Help prospective students navigate the enrollment process to begin their CSM journey.
- Meaningful impact. Help create a welcoming, efficient experience for students and families.
- Great benefits. Full-time employees are eligible for health insurance, paid time off, tuition remission, a 403(b) with 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: Coordinator, Enrollment Operations

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.