

## **Admissions Counselor/Recruiter College of Saint Mary**

College of Saint Mary, ranked as a top-tier Midwest baccalaureate college by *U.S. News & World Report*, seeks an Admissions Counselor/Recruiter. This position, highly integral to the continued growth and vibrancy of the institution, will administer all aspects of the college search and admissions process with prospective high school and transfer students. The ideal candidate will possess positive energy, exceptional communication skills, creativity, and enthusiasm for a single-gender educational environment.

The position manages a recruitment territory by contacting, visiting, and informing prospective students about College of Saint Mary programs, culture, mission, and life on campus. The position assures that enrollment goals are met regarding applications, acceptances, and enrolled students. Overnight travel and evening phoning are required.

Bachelor's degree required. Women, minorities, and applicants with bilingual (Spanish) skills are encouraged to apply.

Please apply using the following link. **Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.** Applications accepted until position is filled.

<https://home.eease.adp.com/recruit/?id=9299151>

*College of Saint Mary is a Catholic university dedicated to the education of 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, 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.*