

Admissions Recruiter College of Saint Mary

College of Saint Mary, in Omaha, Nebraska, is seeking an enthusiastic professional to join the Enrollment Services Team as an Admissions Recruiter. At College of Saint Mary we believe in the power of education to help women realize their potential, identify leadership strengths and find fulfillment in careers and lives. This position requires an outgoing, articulate individual who represents the College for recruitment and outreach to provide detailed information about admissions, academics, student life and athletics. Events may include but are not limited to college fairs, high school visits, community college events, professional fairs and tradeshows. These activities may include individual, small and large group presentations. This position requires overnight travel and commitments on evenings and weekends.

Primary Job Responsibilities:

- Responsible for various recruitment and outreach efforts to help grow a pool of qualified candidates.
- Provides detailed information about admissions, academics, student life and athletics and communicates across college departments to ensure accuracy.
- Frequent travel, excellent communication skills, and an ability to work independently.
- Event coordination for summer academies.
- Engage with team members working toward common goals in enrollment and the College.
- Utilization of student information system required and performs basic student record maintenance and ensures a high degree of data integrity.
- Report generation using Microsoft Excel.
- Represent the admissions profession positively through a strong, student-centered ethic.

Qualifications:

- Bachelor's degree required with a minimum two years of recruiting experience preferred.
- Public speaking skills and experience.
- Ability to travel to remote locations and to load and transport admissions materials, displays and other equipment.

Salary and Benefits:

The salary for this position is \$32,000.

College of Saint Mary offers a wide array of benefits, including medical and dental coverage for you and your family, life Insurance and disability programs, flexible spending accounts, 403b, tuition remission programs for dependent children at College of Saint Mary and tuition exchange programs with participating institutions.

Application:

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=10674401>

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.