

## **Welcome Center Coordinator College of Saint Mary**

College of Saint Mary, in Omaha, Nebraska, is seeking an enthusiastic professional to join the Enrollment Services Team as a Welcome Center Coordinator. 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 serves Enrollment Services in the Walking Woman Welcome Center.

### **Primary Job Responsibilities:**

- Greets prospective students and visitors to campus.
- Coordinates individual campus visits with prospective students between admissions, ambassadors, academics, athletics, and student life to provide a positive campus visit experience.
- Answers the department telephone and personally greets and refers callers to the appropriate offices and other college staff and faculty in a helpful and friendly manner.
- Anticipates and responds to needs and arrangements such as room reservation, catering, audio-visual requests, etc. for events and campus events.
- Knowledge to enter inquiries and scheduled actions into PowerCampus and provide basic data entry support.
- Assists with management of Enrollment Services documents, materials and announcements on MyCSM.
- Assists with maintenance of department webpages and social media.
- Maintains confidentiality of all activities, material and information.
- Attends Enrollment division staff meetings and is prepared to report on management tasks that were previously assigned.
- Participates on College committees.
- Encourages a healthy and productive working relationship between the Enrollment Services Division and other College offices.

### **Qualifications:**

- Associates degree required; bachelor's degree preferred.
- Preferred at least two years of experience in a secretary role or related position.

### **Salary and Benefits:**

The salary for this position is \$31,000.

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=10674391>

*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.*