



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

## **Assistant Vice President, Enrollment Services**

**Are you looking for a leadership role within an amazing enrollment services team?** If so, our Assistant Vice President of Enrollment Services position might be the right fit for you.

### **Our Idea of a Perfect Candidate Has:**

- Strong analytical skills
- Ability to implement, assess and document operational best practices

### **Our Ideal Candidate's Education and Experience Include:**

- Bachelor's degree required, Master's degree preferred
- Five or more years of progressive leadership experiences as a higher education professional
- Experience in project management, Salesforce, and budget management

### **This Position Is Responsible For:**

- Review, coordinate, and enhance the admissions/enrollment business processes to ensure enhanced utilization of technology and increase the effectiveness of the department.
- Coordinate the review, revision and development of enrollment, recruitment and admissions policies, processes, and procedures to align institutional and system requirements.
- Supervise enrollment staff in operations and campus event planning.
- Assist in the coordinated approach to financial aid, registration, and academic advising.
- Coordinate with Marketing peers in the continued development of recruitment messages
- Assist with submission of admissions data for federal, state and institutional reports.
- Generate weekly admissions reports and develop enrollment forecasts and projections.
- Collaborates with the Undergraduate and Graduate Directors of Recruiting to inform the setting of measurable goals for best practices in processes and Operations Staff effectiveness.
- Interpret and evaluate students' academic credentials and makes admission/denial decisions.

### **Why You Want to Be on This Team:**

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

### **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: [Assistant Vice President, Enrollment Services](#)

*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.*