

## **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.

If interested, please apply using the following link. When the system asks you to attach a resume please attach a combined letter of application including letter of interest, resume, and names and contact information for three professional references, including a minimum of one supervisor.

<https://home.eease.adp.com/recruit/?id=1641571>

*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.*

## **Admissions Counselor/Recruiter Job Description**

### **General Statement of Duties**

- Responsible for administering all aspects of the college search and admissions process with prospective students; recruits high school and transfer students to College of Saint Mary; initiates contact with students, parents, counselors, teachers and communicates specifics about the academic programs offered by College of Saint Mary; encourages prospective students to apply and attend; explains the admissions and financial aid processes to prospective students.

### **Supervision Received**

- Receives direction from the Director of Admissions and/or Vice President for Enrollment Services

### **Supervision Exercised**

- May supervise student workers and interns

### **Examples of Duties**

- Serves as a member of the Admissions team and manages a recruitment territory and/or population; contacts, visits and informs prospective high school and transfer students about CSM programs, culture, mission, and life on campus; ensures that recruitment goals are met regarding applications, acceptances, and enrolled students;
- Articulates the College's mission to a variety of publics, acting as a liaison between CSM and area college counselors/administrators, students, parents, alumni, corporations and/or governmental agencies;
- Initiates, plans, and executes special projects in conjunction with the goals and objectives of the department;
- Reviews admissions applications, and evaluates credentials;
- Develops and implements specific recruitment projects and management tasks as assigned;
- Manages, plans, and coordinates special recruitment events as assigned;
- Maintains current knowledge of the CSM's academic, spiritual, recreational, social, extra-curricular, and financial aid programs, and communicates this information to prospective students;
- Encourages a healthy and productive working relationship between the Enrollment Services Division and other CSM offices;
- Completes routine reports related to recruitment, projections, conversions, personal schedule, travel, special programs, and/or expense reports;
- Maintains up to date records on inquiries and applicants;
- Telephones and/or emails prospective students, exhibiting a consistent effort to contact them;
- Attends Enrollment Division staff meetings and is prepared to report on management tasks that were previously assigned;
- Maintains a steady flow of communication via email, traditional mail, and social media, and phone calls with prospective students and applied students in order to establish a relationship between the student and CSM;
- Exercises creativity in planning recruitment events, assigned projects and daily activities;
- Participates on CSM committees;
- Works periodic weekends, evenings, and travels locally and out-of-state;
- Participates in weekly/evening phoning;
- Will be cross-trained in enrollment processes for other student populations and cover appointments as needed;
- This job description shall include, but is not limited to the above duties.

### **Initiative, Judgment, and Job Complexity**

- Position requires a high degree of initiative and independent judgment; discretion is allowed within current policies and procedures, including the ability to recommend improvements to policies and procedures.

### **Financial Responsibility/Consequence of Actions**

- Position includes responsibility for planning the expenditure of College funds, significant expenses while traveling, and responsibility for College equipment and records.

### **Contacts**

- Exercise of human relations skills is critical to the success of this position. Position is key to maintaining important College relations with College faculty, staff, administration, students, and members of the community and the public.

### **Occupational Group**

- Professional non-faculty

### **FLSA**

- Exempt

### **Knowledge, Skills and Abilities**

- Knowledge of college admission guidelines, standards, and procedures, and higher education recruitment in general; knowledge of various financial aid programs, including application deadlines and regulations; ability to communicate effectively, both orally and in writing; ability to plan and implement recruitment events in an organized and efficient manner; ability to exercise critical human relations skills in establishing and maintaining effective working relationships with college faculty, staff, administration, students, and members of the community and the public.
- Must be proficient with all forms of technology. Knowledge of Power Campus data base systems a plus.

### **Physical Requirements and Working Conditions**

#### Working Conditions:

- Inside work environment; non-hazardous work (Infrequent exposure to extremes in noise, temperatures, distractions, etc. Little or no exposure to hazards. Generally good working conditions with infrequent exceptions). Must be able to drive to off-site recruitment locations.

#### Physical Requirements:

- Light physical exertion. Normally seated, standing, or walking at will. Periodic handling of lightweight parcels or supplies. Use of handcart for transporting admissions materials.

### **Education**

- Bachelor's Degree

### **Experience**

- Experience in higher education admissions, counseling, sales/marketing, or related field is preferred.