

C O L L E G E O F
SAINT MARY

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.

Coordinator, Graduate Enrollment Operations

Are you an enthusiastic, dynamic professional with administrative experience? If so, this position may be for you. This position is the first point of contact for the office and supports Enrollment Services as students move through the enrollment process.

Our Idea of a Perfect Candidate Is Someone Who:

- Has proficient knowledge of Microsoft Office products, with significant mastery of Outlook, Word, Excel, and Access.
- Has the ability to act independently and to carry out duties and responsibilities on a regular and continuous basis without specific supervision.

Our Ideal Candidate's Education and Experience Include:

- Associate's degree.
- At least two years of experience in a secretary role or related position.

This Position:

- Supports Enrollment Services as students move through the enrollment process. Day-to-day operations vary based on enrollment initiatives and will include data entry, answering the phone, preparing correspondence and materials for prospective students, and managing files between offices through the enrollment process.
- Assists with generation of required paperwork for purchasing requests, expenditure approval forms, expense reports and other budget related items in support of all members of the graduate enrollment services team.
- Arranges logistics for graduate admissions programs including making room reservations, catering requests, any physical facilities requests, dining hall notifications, etc. and assists the Campus Visit Coordinator and enrollment leadership with event set up, tear down, etc.
- Minimal travel may be required (attending 1-3 Career Fairs if needed).

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: [Coordinator, Graduate Enrollment Operations](#)

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.