



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.

Vice President of Enrollment Services

Are you an enthusiastic, innovative leader? You might be a perfect fit for the Vice President of Enrollment Services at College of Saint Mary. This position is an integral member of the Senior Leadership Team and is responsible for designing and managing a stellar prospective student focused recruitment experience, reflective of the College of Saint Mary mission and culture.

Our Idea of a Perfect Candidate Is Someone Who:

- Evidences personal values aligned with the University's mission
- Is a strategic thinker and makes data-driven decisions
- Possess strong communication skills
- Has a proven record of success in leading a sales team and growing young professionals
- Is collaborative, transparent, and empowering when working with others

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree required with a minimum of ten years of progressively responsible experience in enrollment management. Master's or higher degree preferred.
- Previous higher education leadership in a director or higher role. Experience in the implementation and use of Customer Relationship Management (CRM) software throughout the recruitment and enrollment process, ideally Salesforce.
- Knowledge of the principles of, and demonstrated commitment to, higher education enrollment, including experience in developing and refining recruitment strategies focused on underrepresented and/or underserved populations.
- A demonstrated deep and effective commitment to diversity, equity, and inclusion.

This Position Is Responsible For:

- Responsible for designing and managing a stellar prospective student focused recruitment experience, reflective of the College of Saint Mary mission and culture. This is accomplished by working with Collegis, our partner in processing inquiries and applicants; leadership of the enrollment management team's recruitment agenda; and collaboration with the marketing and financial aid teams.

Why You Want to Be on This Team: You will be joining CSM at a time when we are re-aligning all of our enrollment practices and partnering with Collegis to prepare for new growth in both our undergraduate and graduate programs.

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: [Vice President of 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.