

Admissions Representative - Multiple Locations including Bismarck, Fargo, Minneapolis/St. Paul

The University of Mary invites applications for various full-time Admissions Representatives. An Admissions Representative recruits and engages prospective students, enrolls qualified students, and builds a strong student population. The following opportunities are available:

- Bismarck main campus
- Bismarck Butler Center
- Fargo
- Minneapolis/St. Paul – new location!

Essential Roles/Responsibilities Include:

- Recruiting qualified applicants for admission and enrollment within an assigned territory for undergraduate and graduate level programs
- Establish and maintain effective working relationships with the campus community, the general public, professional organizations, and other agencies
- Foster relationships with area business partners and entities such as the Chamber of Commerce, informing students and employers about graduate and undergraduate degree completion program opportunities
- Meet with prospective students at the University Campus, the Fargo Butler Center, the Bismarck Butler Center, at other campus locations (when appropriate, depending on the position), and via distance through technology

Qualifications include:

- Bachelor's degree required for all positions, preferably in Marketing/Sales/Business or related field
- Master's degree required for positions working with graduate students
- Previous admissions and/or sales experience is preferred
- Advanced interpersonal skills

- Ability to work independently and with a team of colleagues
- Ability to travel moderately and maintain a valid driver's license
- Must demonstrate the highest professional demeanor, ethics and confidentiality while representing the University
- A commitment to customer service is an absolute necessity

- Upholds and promotes the Christian, Catholic, Benedictine mission of the University of Mary.
- Supports the ongoing implementation of *Ex Corde Ecclesiae*, the apostolic constitution on Catholic colleges and universities.
- Builds a culture of ready and earnest hospitality in the office of Admissions and throughout the university in accord with Saint Benedict's admonition that *all be received as Christ*.

The University of Mary is a private, Christian, Catholic institution that offers a wide selection of accredited undergraduate and graduate degree programs, delivered at our main campus in Bismarck, North Dakota, as well as via online and evening programs convenient for any schedule. At about half the average tuition of American private colleges or universities, the University of Mary is also one of the most affordable private universities in the nation. In the Benedictine tradition, we emphasize the values of service and community in every facet of education, and our students are enriched by opportunities to give back. We welcome students of all faiths from all over the world.

For more information on the University of Mary, please watch a short video by clicking on this link: <https://youtu.be/Go37Hy6QrVs>

We welcome your interest in joining the University of Mary. To apply, email a letter of interest and resume to employment@umary.edu or mail to University of Mary, Attn: Human Resources, 7500 University Drive, Bismarck, ND 58504. **Please indicate the location of interest when applying**

Equal Opportunity Employer