

**Admissions Advisor**  
**University at Buffalo, The State University of New York**

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Posted Nov. 22, 2019, expired Mar. 23, 2020

<b>Job Title</b>	Admissions Advisor
<b>Department</b>	Office of Admissions
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 22, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Apply Online Here</b>	<a href="http://www.ubjobs.buffalo.edu/postings/22683">http://www.ubjobs.buffalo.edu/postings/22683</a>

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**Job Description**

**Position Summary**

The University at Buffalo Office of Admissions seeks multiple Admissions Counselors to provide admission counseling and outreach services to all prospective students, their parents and school counselors concerning UB academic programs, admissions policies and procedures.

In this position, you will:

- build and cultivate key relationships and partnerships with constituents, such as: secondary school communities, community-based organizations, alumni, and professional organizations.
- perform detailed and personalized outreach to prospective students.
- represent the university at in and out of state recruiting events, high school and college visits, college fairs, receptions, interviews, information sessions, and presentations.
- assist with all phases of the application processing.

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- counsel students/parents concerning UB academic programs, admission policies and procedures.
- travel to recruit students via attendance at organized recruitment events or visits to schools, including evenings, weekends and overnight travel.
- participate in transfer admission and graduate recruitment activities.

Work Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.; evenings and weekends as needed to meet the business needs.

The University at Buffalo is a flagship institution in the State University of New York system, UB is the largest and most comprehensive campus in the 64-campus SUNY system. It is a member of the Association of American Universities. UB is a premier, research-intensive public university dedicated to academic excellence.

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

#### Minimum Qualifications

- Bachelor's degree and experience handling an array of front facing duties to include but not limited to: customer relations, promotions, and territory development
- Applicant must be currently authorized to work in the United States on a full time basis
- Demonstrated strong written and oral communication skills, attentiveness to detail, and technology competence
- Experience with Windows based computers and knowledge of Microsoft Office Suite
- Applicants must have a valid driver's license or demonstrate their ability to meet the transportation needs for this position

#### Preferred Qualifications

- Master's degree
- Experience working in a college admission setting or working with college-bound students, preferably in an admission and counseling environment, is preferred
- Multi-lingual ability: preferably Spanish or Chinese

### **Contact Information**



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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