

Supervisor of Admissions
University at Buffalo, The State University of New York

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Posted Sep. 14, 2022, set to expire Aug. 4, 2023

Job Title	Supervisor of Admissions
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 14, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Services Admissions/Student Records/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/37597
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The department of [Buffalo Educational Opportunity Center](#) is seeking a **Supervisor of Admissions**, who will provide oversight of the Admissions Unit and integrate a strategic work plan that supports the BEOC mission. They will also provide visionary leadership in the development, implementation, and achievement of strategic recruitment and outreach goals of the BEOC.

Responsibilities also include, but are not limited to the following:

- Provide oversight to BEOC Admissions Unit processes and services that support recruiting and admitting students into all programs provided by the BEOC.
- Responsible for critical recruitment and marketing strategies, enrollment projections, goals, policies, procedures and guidelines for the Admissions Unit.
- Develop and implement a comprehensive strategic enrollment management plan.
- Create recruitment and admission initiatives, implement a comprehensive marketing plan that benefits admission, advancement, and program promotion to ensure student access to and success at BEOC.
- Generate data and interpret statistical reports to analyze the effectiveness of efforts.
- Collaborate with colleagues in each of the functional areas of BEOC and engage with current students, faculty, administrators, and alumni in the recruitment, enrollment, and outreach in support of the mission of BEOC.
- Be a member of the BEOC Leadership team and participate in BEOC Signature Events and serve on planning committees.
- Organize and promote open houses throughout the year.

Position Summary

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About the Department

For 40 years, the BEOC been in the forefront of providing opportunities through education for economically and educationally disadvantaged citizens in Western

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**Minimum
Qualifications**

- Bachelor's degree in Social Work, Student Personnel or Education or a related field.
- Three (3) years of experience of directly related professional experience and staff supervision.
- Knowledge of and experience with the daily operations of the areas of enrollment management, and marketing.
- Knowledge of and understanding of current and emerging technology related to recruitment and outreach.
- Experience working with academically underprepared and/or economically disadvantaged adults.
- Excellent interpersonal, communication, management, problem-solving, and decision-making skills.

**Preferred
Qualifications**

- Master's degree in Social Work, Student Personnel or Education or a related field.
- Four (4) or more years of significant directly related experience and supervision of staff.
- Successful experience in enrollment management including personnel responsibilities, strategic planning, and program promotion.
- Experience with current best practices in enrollment management/admission processes.
- Experience with collaborative enrollment strategies.
- Experience with unit budgets and strategies to calculate return on investment in marketing, outreach, activities/events.
- Proven experience with using social media as a recruitment tool.

Contact Information

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

Contact



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