

International Admissions Counselor
University at Buffalo, The State University of New York

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Downloaded On: May. 19, 2024 5:49pm

Posted Nov. 7, 2023, set to expire Aug. 4, 2024

Job Title	International Admissions Counselor
Department	International Admissions
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 7, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Counseling Services Admissions/Student Records/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/46364
Apply By Email	
Job Description	

Position Summary

The Office of International Admissions, under the purview of the Enrollment Management division, invites applicants for an exciting and very important position as an International Admissions Counselor. This is a perfect position for a person passionate about helping aspiring college students through the college admissions process from first contact to an enrolled student at UB.

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Reporting to the Sr. Associate Director of International Admissions and Enrollment, the International Admissions Counselor will find an exciting, purposeful and impactful career while supporting, advising and counseling college-bound students through all stages of the college admissions process, such as but not limited to, recruiting, admitting and enrolling international students into the University at Buffalo, New York's flagship.

This career opportunity will be attractive if you have a Bachelor's degree and experience in fields working with college-bound students, public service, philanthropy, hospitality or in a profession that requires you to provide attention to details for processes and procedures. This position resides in a college admission setting working with college-bound students and their advocates, therefore, preferable experience in a teaching, student services, admission or counseling environment would bring desired qualities to this opportunity.

Key Responsibilities Include:

- Counsels and advises prospective students and their families concerning application requirements and criteria, UB academic programs, admission policies and procedures. This includes fielding phone inquiries, in-person appointments, and group presentations.
- Performs high level, detailed and personalized outreach to prospective students, such as: in-person and virtual admissions presentations, attend events and receptions, phone calling, emailing, and other communications as needed.
- Assist with all phases of the undergraduate and graduate application process and decision making.
- Verifying and evaluating foreign and domestic academic credentials; verifying and evaluating financial and immigration documents. Determine immigration status, evaluate immigration-related documents, prepare and issue I-20s to incoming students.
- Create and maintain records, enter data, and validate data in multiple databases / systems.
- File review activities include monitoring and completing files for completeness.
- Interpret and transmit information to students, counselors, university administrators, and academic units in a manner that exudes high-quality customer and student service.
- U.S. citizenship or U.S. Permanent Resident status is required for this position in order to access government databases and issue I-20s.
- This position requires domestic and international travel as assigned, therefore the applicant must have a valid U.S. drivers license as well as a passport (or eligibility to secure a passport).

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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 University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- Bachelors degree with 2 years of experience
- Direct experience with international admissions
- Domestic and international travel experience.
- Applicants must have a valid U.S. driver's license as well as a passport (or eligibility for a passport).
- Experience with Windows based computers and knowledge of Microsoft Office suite applications.
- Demonstrated strong written and oral communication skills, attention to detail, and technology competence.
- U.S. citizenship or U.S. Permanent Resident status is required for this position in order to access government databases and issue I-20s.

Preferred Qualifications

- Master's degree
- Experience in higher education.

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- Direct experience in international admissions.
- Experience in HUB, Slate, Sunapsis, SEVIS, and other systems.
- Demonstrated strong written and oral communication skills, attention to detail, and technology competence. Experience with Windows based computers and knowledge of Microsoft Office suite applications.

Contact Information

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

Contact