

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

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Posted May 16, 2024, set to expire Sep. 15, 2024

Job Title	International Admissions Coordinator
Department	International Admissions
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services Admissions/Student Records/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/50171
Apply By Email	
Job Description	

Position Summary

The University at Buffalo (UB) [International Admissions](#) department, seeks to hire an **International Admissions Coordinator**. In this position, you will work closely with our team of international admission recruiters, advisors, counselors, and student ambassadors to support activities required during the student journey from prospect to enrolled. This position reports to the Assistant Vice Provost and Director of International Admissions.

Key Duties and Responsibilities:

- Triage all types of international admissions inquiries through multiple channels (email, phone,

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walk-in, etc.).

- Admissions and application document management.
- Supervise student ambassadors (GloBulls), including but not limited to; recruitment & hiring, appointment processing, and tracking, training, scheduling, and general day-to-day oversight and management of workflow.
- General office and business operations management including but not limited to; general budget and expense checkbook tracking and management, procurement, international admissions travel and events planning and management of expenses.
- Deploy and maintain an applicant satisfaction survey, make recommendations to the Director based on student experience.
- Communications: Maintain prospective student FAQ library to inform international admission activities, marketing, and promotional assets (website, digital and printed materials).
- Support the overall functions & activities of the department and assist at physical and virtual admissions events and activities, as requested.
- Promote a positive and welcoming environment supportive of the international diversity at UB.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The International Admissions department within the Enrollment Management area serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

International Admissions:

As a globally ranked institution, the University at Buffalo is looking for the best and brightest students from around the world. We travel the world to meet with prospective students and their families. For further information, please visit our [website](#).

Enrollment Management:

The [Enrollment Management](#) division within the Office of the Provost, consists of the 1Capen, Office

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of Admissions, Arthur O. Eve Educational Opportunity Program, Data Analysis and Reporting, Financial Aid, Graduate Enrollment Services, International Admissions, Summer/Winter and the Strategic Content and Marketing Team. Enrollment Management also maintains collaborative relationships with other student support areas including Athletics, The Graduate School, International Education, Information Technology, Registrar, Student Accounts, Student Life and Student Success. In conjunction with these campus partners, Enrollment Management collaborates with our schools and colleges to lead UB's enrollment management strategy.

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](#).

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 with 1 year of related work experience in a customer service role.
- Experience in event planning and management.
- Problem-solving and critical thinking skills.
- Commitment to delivering excellent customer service.
- Strong organizational skills, including ability to set priorities, manage simultaneous projects, and meet deadlines.
- Ability to take initiative with minimal supervision, work independently and seek guidance when appropriate.
- Exceptional interpersonal communication skills (oral and written) with a highly developed degree of tact and diplomacy exhibiting understanding, appreciation, and respect for all individuals in a diverse environment.
- Strong working knowledge of MS office applications required including Word, Excel, and PowerPoint.
- Ability to occasionally work non-standard/flexible (evening/weekend) hours.
- Applicants must be eligible to work within the United States in a full-time capacity without visa

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sponsorship. Please do not apply if you cannot satisfy this requirement.

Preferred Qualifications

- Master's or professional degree.
- Higher education admissions experience, particularly with large international student populations.
- CRM (Salesforce, Slate, etc.) experience.
- Direct or indirect supervisory experience.

Contact Information

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

Contact