

Admissions Advisor/Recruiter
University at Buffalo, The State University of New York

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Posted Aug. 6, 2024, set to expire Aug. 4, 2025

Job Title	Admissions Advisor/Recruiter
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/51985
Apply By Email	
Job Description	

Position Summary

The **Admissions Advisor/Recruiter** will work within the Admissions Office, supporting enrollment efforts by providing admissions information to prospective students and community partners and organizations through meetings, presentations, events and other appropriate venues.

In this position, you will:

- Participate in student recruitment and maintain community partnerships.
- Maintain extensive knowledge of admissions requirements and program eligibility and implement comprehensive recruitment strategies to a targeted population of students.
- Provide customer service to students and applicants and advise on the admissions process,

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eligibility and programming.

- Coordinate, organize and manage admissions events and activities.
- Track student data and provide reports and analysis.
- Assist with all processes of student enrollment including testing, registration and academic guidance.

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 Buffalo Educational Opportunity Center

The [Buffalo Educational Opportunity Center](#) (BEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, is seeking applications for an Admissions Advisor/Recruiter, SL-3. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

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 2 years of experience conducting outreach and recruitment.
- Strong interpersonal, organizational, written and oral communication skills, and social media knowledge.
- Successful candidate must provide evidence of strong time management skills and attention to detail and the ability to assess and respond to the needs of adult students in an adult education context.

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- Must be available to work weekends and evenings and have a strong working knowledge of best practices in the field.

Preferred Qualifications

Masters' degree in Education or related field.

Contact Information

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

Contact

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