

Recruitment Coordinator, Career Design Center
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=244360>

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Posted Sep. 5, 2024, set to expire Aug. 4, 2025

Job Title	Recruitment Coordinator, Career Design Center
Department	Career Design Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/52561
Apply By Email	
Job Description	

Position Summary

The [Career Design Center](#) invites applicants for the **Recruitment Coordinator** position. The successful candidate will be highly organized and adaptive to a seasonal recruitment calendar and vital in supporting recruiting activities with employers and alumni that promote student success. In this role, you will work with campus partners and external stakeholders to advance the University at Buffalo's goal to become a Top 25 public research university.

Your responsibilities include:

- Managing logistics and communications for both on-campus and virtual employer recruiting activities.

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- Maintaining employer activity in primary recruitment platform Bullseye (powered by Handshake).
- Providing administrative support to the Employer Relations team including triaging incoming communications through team outlook mailbox and direct phone line.
- Demonstrating a consistent level of service and professionalism as a representative of the Employer Relations team.
- Contributing to the implementation and evaluation of the employer relations and external engagement strategic plan, in support of UB student engagement and success.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits to support 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](#).

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

- Associate degree with a minimum of 2 years of experience **or** bachelor's degree is required
- Demonstrated administrative and/or event planning experience in a fast-paced environment

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- Strong organizational and time management skills
- Adaptable to working effectively during seasons of high or fluctuating activity levels
- Ability to work in a team setting
- Competence and high comfort level with learning software platforms (ex: Handshake, Asana, Canva)
- Outstanding written, verbal communication and interpersonal skills

Preferred Qualifications

- Proficiency with Microsoft Office suite (Outlook, Word, Excel, PowerPoint)

Contact Information

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

Contact

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