

Recruitment Specialist, SPHHP
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=244763>

Downloaded On: Jun. 22, 2025 4:07am

Posted Sep. 16, 2024, set to expire Aug. 4, 2025

Job Title	Recruitment Specialist, SPHHP
Department	SPHHP Academic and Student Affairs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/52716
Apply By Email	
Job Description	

Position Summary

The [School of Public Health & Health Professions](#) is seeking a dynamic and enthusiastic individual to be part of the SPHHP recruitment team. Responsibilities of this position include, but are not limited to:

- Assist with creation and execution of the strategic recruitment plan for School of Public Health and Health Professions
- Serve as the primary contact for development of external leads for SPHHP graduate programs
- Develop activities consistent with the recruitment plan to generate external inquiries for graduate programs (e.g., representing programs at recruitment fairs, attending community events)
- Form relationships with Community partners to establish pipelines for recruitment

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- Develop and execute a specific communication plan for external prospects throughout the admissions funnel
- Present at scheduled prospective student events to educate the public SPHHP graduate programs
- Monitor graduate admissions streams and take action based on that data (i.e., Engage with departments where necessary to increase applications, deploy additional outreach campaigns where necessary to drive application growth, etc.)

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 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

- Bachelor's degree with 2 years of experience related to admissions/higher education. A combination of education and experience may be considered in lieu of the requirement
- Excellent written and verbal communication abilities, as well as strong public presentation skills are essential
- Demonstrated success in college recruitment
- Ability to network, find appropriate leads, and follow-up to meet enrollment targets

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Preferred Qualifications

- Master's degree with experience related to admissions/higher education
- Knowledge of lead generation processes
- Record of successful recruitment outcomes within a higher education setting
- Knowledge of SLATE

Contact Information

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

Contact

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