

Admissions Assistant, SEAS Office of Academic Affairs
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=246274>

Downloaded On: Jul. 18, 2025 5:17am

Posted Oct. 2, 2024, set to expire Aug. 4, 2025

Job Title	Admissions Assistant, SEAS Office of Academic Affairs
Department	SEAS Office of Academic Affairs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53219
Apply By Email	
Job Description	

Position Summary

The [School of Engineering and Applied Sciences](#) (SEAS) [Office of Academic Affairs](#) seeks an innovative professional for the position of **Admissions Assistant**. This position will provide direct operations support of SEAS school-wide graduate recruitment, admission and student support processes to support 9 academic departments and over 40 individual programs. The position will also support the School's efforts to build an inclusive and culturally diverse community of science and engineering students which currently originate from 30 states in the U.S. and nearly 70 countries across the world.

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Duties include:

- Assist with application processing.
- Assist with the admissions process.
- Assist with Slate CRM.
- Assist with the Graduate Ambassador Program.
- Assist with events management such as orientation, in person and virtual recruitment events and recruitment receptions.
- Provide administrative support.
- Handle walk-ins and high volume of phone calls from prospective students.
- Other duties as assigned.

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 required.
- One year of relevant experience in higher education admissions or a related field.

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Preferred Qualifications

- Three or more years of experience in higher education working in admissions and specifically a diverse population of international students.
- Familiarity with Slate CRM.

Contact Information

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

Contact

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