

Graduate Admissions Advisor, School of Management
University at Buffalo, The State University of New York

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Posted Oct. 31, 2024, set to expire Aug. 4, 2025

Job Title	Graduate Admissions Advisor, School of Management
Department	School of Management
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 31, 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/53785
Apply By Email	
Job Description	

Position Summary

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The [School of Management](#) at the University at Buffalo is seeking a **Graduate Admissions Advisor**. In this position, you will own enrollment goals for our graduate management programs through comprehensive recruiting and yield efforts. You will market, attend, organize and execute various recruitment events, on and off-campus, locally, domestically and internationally. You are expected to facilitate and develop internal and external partnerships, and be able to create and implement recruitment strategies to assist in the continued enrollment growth of our programs. This position requires extensive outreach efforts and interpersonal communications to generate leads, along with consistent follow-through to move prospects through the pipeline to application completion, and eventually, enrollment. You represent the UB School of Management graduate programs throughout the US and internationally.

Essential job duties are as follows:

- Recruitment and Yield planning and execution.
- Prospect, Inquiry and Applicant engagement and conversion.
- Recruitment event planning and execution.
- Able to work with a variety of stakeholders, including prospective and current students or alumni, administrative and academic departments.
- Travel, both domestic and international, will be required.
- Able to manage multiple projects concurrently and meet strict deadlines.

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](#).

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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 in business, higher education or related field.
- 2 years relevant work experience in business, higher education or related field.
- Functional proficiency in Slate Technolutions or other CRM system.
- Functional expertise in recruitment, sales, enrollment.
- Excellent interpersonal skills, approachable and able to connect with others
- Strong customer focus.
- Excellent communicator, with outstanding oral, written and presentation skills, team and collaboration skills.
- Strong project and event management skills.
- Able to quickly learn and use university and external support sources.

Preferred Qualifications

- Master's in Business, Higher Education or related field.
- Higher Education Student Services and/or Admissions and/or Marketing and/or Communications experience and/or management is not required but is a plus.
- Functional expertise in Slate Technolutions CRM is not required but is a plus.

Contact Information

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

Contact



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