

Undergraduate Enrollment Coordinator, Admissions and  
Recruiting  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=248030>

Downloaded On: Apr. 2, 2025 10:27pm

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

<b>Job Title</b>	Undergraduate Enrollment Coordinator, Admissions and Recruiting
<b>Department</b>	Admissions and Recruiting
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 31, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53797">https://www.ubjobs.buffalo.edu/postings/53797</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [School of Management](#) is recruiting an **Undergraduate Enrollment Coordinator** who will focus on increasing undergraduate enrollment through comprehensive recruiting and yield efforts in collaboration with the Undergraduate Admissions central office. This individual is expected to facilitate and develop internal and external partnerships and be able to create and implement new recruitment strategies to assist in the continued growth of our programs, focusing on the transfer pipeline and international agreements. This position will require 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. This position will represent the UB's School of Management undergraduate programs throughout the US and, on occasion, internationally

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and will implement recruitment and yield protocol for on and off-campus events.

**Job responsibilities for this position to include:**

- Increase the quantity and quality of applications to undergraduate School of Management programs with focus on growing enrollment in specific areas: transfer students, international students, in-state first year students.
- Develop and execute tactical recruitment and yield plans aligning them with marketing initiatives.
- Engage with community colleges and UB's Undergraduate Education in order to facilitate 2+2 programs and transfer pipelines into the School of Management.
- Help facilitate international partnership agreements within School of Management for growth of undergraduate student pipelines.
- Develop and implement student ambassador program to engage in recruitment initiatives such as school visits, open house and accepted student days.
- Engage high value target prospects, inquiries and applicants utilizing skills and all available admissions technology systems, communication tools and social media to convert program interest to application to enrollment with measurable targets and results.
- Develop and maintain target specific presentations and materials (e.g. transfer students, international partners, etc.).
- Provide recruiting statistics/analysis for all recruitment efforts through regular cadence discussions for pipeline management.
- Contribute to overall year-end admissions report (inquiry to application statistics) and assist with surveys as requested by Assistant Dean.

**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

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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

To qualify for this position you must meet at least **one** of the following:

- Bachelor's degree with 2 years of experience
- Master's degree
- Professional certification

### 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.
- Functional expertise in Slate Technolutions CRM.
- 1 or more years relevant work experience in business, higher education or related field.
- 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.
- Ability to work with a variety of stakeholders, including prospective and current students, alumni, administrative and academic departments.
- Strong project and event management skills; ability to manage multiple projects concurrently and meet strict deadlines.
- Ability to quickly learn and use university and external support sources.

### Contact Information



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

**Contact**

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