

**Admissions Advisor/Recruiter I**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=248425>

Downloaded On: May. 31, 2025 11:59pm

Posted Nov. 7, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Admissions Advisor/Recruiter I
<b>Department</b>	Educational Opportunity Center
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53997">https://www.ubjobs.buffalo.edu/postings/53997</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The **Admissions Advisor/Recruiter I** will serve on the professional staff in the [Buffalo Educational Opportunity Center](#) (BEOC) within the Admissions Office. Under the direct supervision of the Director of Enrollment Management, this position will support the overall admissions/enrollment process for the Center and provide various services to BEOC students.

### **In this position, you will:**

- Participate in student recruitment and maintain community partnerships.
- Maintain extensive knowledge of admissions requirements and program eligibility and implement comprehensive recruitment strategies to a targeted population of students.

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- Provide customer service to students and applicants and advise on the admissions process, eligibility and programming.
- Coordinate, organize and manage admissions events and activities.
- Represent the BEOC to prospective students when meeting with them at the facility or during off-site meetings and events.
- Can independently review the records of prospective students and make admissions decisions.
- Track, prepare and analyze student data and reports.
- Assist with all processes of student enrollment including testing, registration and academic guidance.

### **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. Visit our benefits website to learn about our [benefit packages](#).

### **About The Buffalo Educational Opportunity Center**

The [Buffalo Educational Opportunity Center](#) (BEOC) is an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

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 demonstrated experience conducting outreach and recruitment.
- Strong interpersonal, organizational, written and oral communication skills, and social media knowledge.

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- Successful candidate must provide evidence of strong time management skills and attention to detail and the ability to assess and respond to the needs of adult students in an adult education context.
- Strong customer focus.
- Proficient with Microsoft Office Suite and Outlook.
- Must be available to work weekends and evenings and have a strong working knowledge of best practices in the field.
- An equivalent combination of education and experience will be considered.

**Preferred Qualifications**

- Masters' degree in Education or related field.
- 1 year of relevant experience in higher education admissions or student services.
- Experience with student information systems.
- Experience working with academically underprepared and/or economically disadvantaged adults.

**Contact Information**

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

**Contact**

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