

Temporary Enrollment Services Advisor, Office of  
Admissions  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=248647>

Downloaded On: Jul. 19, 2025 3:17am

Posted Nov. 12, 2024, set to expire Aug. 4, 2025

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|-----------------------------|---|
| <b>Job Title</b>            | Temporary Enrollment Services Advisor, Office of Admissions   |
| <b>Department</b>           | Office of Admissions  |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Nov. 12, 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/54046">https://www.ubjobs.buffalo.edu/postings/54046</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

### Position Summary

The [University at Buffalo \(UB\) Admissions Office](#) seeks to hire a **Temporary Enrollment Services Advisor**. In this position, you will counsel prospective students and their families through the college search, selection, and enrollment process. This position reports to the Associate Director of Recruitment and Outreach, Office of Admissions with dotted line reporting to the Associate Director Financial Aid for collaborative support and coordination.

### Key Duties and Responsibilities:

- Represent Admissions and Financial Aid by participating in all large on-campus and off-campus recruitment and yield events.
- Build and cultivate key relationships and partnerships with constituents such as; secondary

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- school communities, community-based organizations, alumni, and professional organizations.
- Represent the university at in and out of state in-person and virtual recruiting events, high school and college visits, college fairs.
  - Assist with all phases of the application process.
  - Counsel students/parents on admission to the university and on a variety of available aid programs.
  - Represent the university in various Admissions and Financial Aid informational sessions.
  - Extensive US travel is required to recruit students via attendance at organized recruitment events or visits to schools, including evenings, weekends and overnight travel.
  - Assist with a wide range of integral activities to support administrative strategic decisions regarding recruitment and retention of students.

**Work Hours:**

Monday – Friday 8:30 a.m. – 5:00 p.m. when not in recruitment status; evenings and weekends are required to meet the professional obligation.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Admissions Office serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

**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 the great [benefits](#) the University at Buffalo has to offer.

**Enrollment Management:**

The Enrollment Management division within the Office of the Provost, consists of the 1Capen, Office of Admissions, Arthur O. Eve Educational Opportunity Program, Data Analysis and Reporting, Financial Aid, Graduate Enrollment Services, International Admissions, Summer/Winter and the Strategic Content and Marketing Team. Enrollment Management also maintains collaborative relationships with other student support areas including Athletics, The Graduate School, International Education, Information Technology, Registrar, Student Accounts, Student Life and Student Success. In conjunction with these campus partners, Enrollment Management collaborates with our schools and

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colleges to lead UB's enrollment management strategy. For further information, please visit us our [Enrollment Management](#) website.

### 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 at least two years' experience working with college bound students.
- Exceptional interpersonal communication skills (oral and written) with a highly developed degree of tact and diplomacy exhibiting understanding, appreciation, and respect for all individuals in a diverse environment.
- Strong working knowledge of MS office applications required including Word, Excel, and PowerPoint.
- Exceedingly well organized.
- Possess high attention to detail and display accuracy in all areas of responsibility.
- Possess and display a high-level of customer service to all constituents.
- Applicants must be eligible to work within the United States in a full-time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.
- Applicants must have a valid driver's license or demonstrate their ability to meet the transportation needs for this position.

### Preferred Qualifications

- Master's degree Preferred
- Experience within a higher education setting, prior Admissions/Financial Aid experience helpful.
- Multi-lingual ability: preferably Spanish or Chinese

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**Physical Demands**

- Ability to transport up to 50 lbs.

**Contact Information**

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

**Contact**

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