

HR Officer, Enrollment Management  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=250172>

Downloaded On: Apr. 2, 2025 3:02pm

Posted Dec. 9, 2024, set to expire Aug. 4, 2025

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|-----------------------------|---|
| <b>Job Title</b>            | HR Officer, Enrollment Management   |
| <b>Department</b>           | Vice Provost for Enrollment Management  |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Dec. 9, 2024  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Human Resources   |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/54630">https://www.ubjobs.buffalo.edu/postings/54630</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

### Position Summary

The University at Buffalo (UB) [Office of Enrollment Management](#), seeks to hire an **HR Officer**. The HR Officer works closely with Enrollment Management leadership on all critical human resource related matters. The HR Officer works collaboratively to implement the unit priorities of the Vice Provost for Enrollment Management. This position reports to the Vice Provost for Enrollment Management.

### Key Duties and Responsibilities:

- Serve as the Human Resource Officer for the unit
- Oversee recruitment activities including development of position descriptions and coordinate

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- employee on-boarding
- Oversee human resource employment transactions and workflow
- Create reports and analyze data for strategic workforce planning purposes
- Advise senior leadership on complex and/or sensitive human resource management concerns including employee relations matters
- Communicate university policies and procedures to ensure compliance and develop unit-level policies and procedures
- Manage HR related workflow
- Serve as unit liaison to Human Resources, Equity Diversity and Inclusion and Employee Relations
- Support inclusive excellence initiatives and educate others on the value of diversity to build and cultivate a diverse workforce
- Be knowledgeable of relevant policies and procedures and union contracts

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. Enrollment Management 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.

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

### **Learn more:**

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).



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*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 three (3) years' significant human resource related professional work experience managing one or more human resource related function(s).
- Advanced oral, written and interpersonal communication skills exhibiting understanding, appreciation and respect for diverse constituents with ability to build and maintain relationships at all levels.
- Demonstrated leadership skills with ability to work independently with little direction.
- Proficient in Microsoft Office Suite including creating/editing Excel spreadsheets with formulas.
- Excellent customer service skills.
- 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.

### **Preferred Qualifications**

- Master's degree or professional certification in related field
- Experience working in higher education or the public sector
- Experience working in a union environment.
- Previous HR experience working at UB or another SUNY institution.

### **Contact Information**

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

### **Contact**