

On-Campus Recruiting/High School Relations
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=251342>

Downloaded On: Jul. 12, 2025 7:15am

Posted Jan. 9, 2025, set to expire Aug. 4, 2025

Job Title	On-Campus Recruiting/High School Relations
Department	Intercollegiate Athletics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/55139
Apply By Email	
Job Description	

Position Summary

The University at Buffalo Division of Athletics invites inquiries, nominations, and applications for the position of **On-Campus Recruiting/High School Relations**. The successful candidate must demonstrate attention to detail, be a self-starter and show a commitment to continuous quality improvement, and innovation. In addition, a commitment to effective communication, integrity, transparency and confidentiality is an expectation for this position.

Key Accountabilities and responsibilities:

- Responsible for the Assisting with the NCAA Division I-A Football recruiting operations.

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- Assist the Complete all University paperwork regarding finance, travel and personnel, within the prescribed timelines, as established by the Athletics Business Office, HR or the University.
- Conducts unofficial/official visit tours and schedules appointments with appropriate recruiting area coaches. Provides hospitality to visiting coaches. Provides hospitality to National Football League (NFL) scouts, and greets other visitors to the football office. Prepares all paperwork for compliance on official visits: approval forms, core GPA evaluations, transcripts, test scores, e-mails to prospective student athletes, and handles general compliance issues.
- Assist with the development of videos and publications that are utilized for marketing of the Football team.
- Assist with creating marketing strategies to recruit potential student-athletes for Football. Once the marketing strategies are created the incumbent contacts new media and internet outlets to market the University at Buffalo's Football team and University.
- Assists with Football clinics, camps, new player acclimation and special projects as directed.

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 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. 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.

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Minimum Qualifications

- Bachelor's Degree required.
- Experience working in Division I FBS program.
- Must demonstrate proficiency with Microsoft Office and other computer software to maximize efficiency and organization within Football recruiting operations.
- Must be knowledgeable on Social Networking Sites.
- Must be highly organized and be able to handle multiple tasks, and have excellent oral and written communication skills.

Contact Information

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

Contact

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