

Temporary Admissions Counselor
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=251966>

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Posted Jan. 22, 2025, set to expire Aug. 4, 2025

Job Title	Temporary Admissions Counselor
Department	Admissions Office
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 22, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/55320
Apply By Email	
Job Description	

Position Summary

The University at Buffalo (UB) Office of Admissions is welcoming applications for the role of **Temporary Admissions Counselor**. This role is designed to provide admission counseling and outreach services to all prospective students, their parents and school counselors concerning UB academic programs, admissions policies, and procedures. This is a full-time, in-person position including evenings and weekends as needed to meet the business needs of the department. This position reports to the Sr. Director of Recruitment and Communication Strategies

In this position, you will:

- 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.
- Perform detailed and personalized outreach to prospective students.
- Represent the university at both in state and out of state recruiting events, high school and college visits, college fairs, receptions, interviews, information sessions, and presentations.
- Assist with all phases of application processing.
- Counsel students/parents concerning UB academic programs, admission policies and procedures.
- Travel to recruit students via attendance at organized recruitment events or visits to schools, including evenings, weekends, and overnight travel.
- Focus on first year and freshman recruitment but will participate in transfer admission and graduate recruitment activities as needed.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Office of Admissions department 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. Visit our benefits website to learn about our [benefit packages](#).

Office of Admissions:

As New York's flagship institution, a member of the AAU, and a premier, research-intensive top 40 public university, the University at Buffalo seeks to achieve its public mandate to serve the academically gifted as well as students who show potential for college success despite educational, social, and economic disadvantages. These imperatives drive our departmental practices as do the institutional priorities that support becoming an institution of increasing national prominence. Our work will seek to build a strong foundation of successfully recruiting and serving high quality students throughout the state of New York and across the country. Through a rigorous and holistic approach, we will admit and enroll students that will benefit from the educational opportunities and contribute to the fabric of our scholarly community. By creating a mindful strategy, the office of admissions will accomplish our task striving to meet the university's academic aspirations in the midst of a rapidly changing educational landscape. For further information, please visit us at our [website](#).

The Enrollment Management division within the Office of the Provost, consists of the 1Capen, Office of

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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.

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 2 years professional work experience.
- Extensive travel is required for this position therefore, applicants must have a reliable means of travel and either a valid driver's license or demonstrate their ability to meet the transportation needs for this position.
- 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.

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Preferred Qualifications

- Master's degree.
- Experience working in a college admission setting or working with college-bound students, preferably in an admission and counseling environment, is preferred.
- Multi-lingual ability: preferably Spanish or Chinese.

Contact Information

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

Contact