

Admissions Counselor, Undergraduate Admissions
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259956>

Downloaded On: Jul. 22, 2025 12:14am

Posted Jul. 21, 2025, set to expire Aug. 4, 2025

Job Title Admissions Counselor, Undergraduate Admissions
Department Undergraduate Admissions
Institution University at Buffalo
Buffalo, New York

Date Posted Jul. 21, 2025

Application Deadline 07/16/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Admissions/Student Records/Registrar

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Job Description

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Admissions Counselor, Undergraduate Admissions

Position Information

Position Title: Admissions Counselor, Undergraduate Admissions
Department: Undergraduate Admissions
Posting Link: <https://www.ubjobs.buffalo.edu/postings/58041>
Job Type: Full-Time

Posting Detail Information

Admissions Counselor, Undergraduate Admissions University at Buffalo

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Position Summary

The **Office of Undergraduate Admissions** at the University at Buffalo invites applications for **Admissions Advisor** positions based locally in the Buffalo area with recruitment responsibilities in the Buffalo Metro, and out of state potentially including Ohio, Illinois, Florida and California.

UB is seeking candidates who are motivated self-starters who have the ability to contribute in meaningful ways to the geographic diversity and multicultural goals of the University.

The Admissions Advisor designs and implements student recruitment activities that are in line with office-wide strategic goals for out of state and diversity recruitment. They serve as an information and student centered Admissions advisor specialist, interpreting university admission requirements, academic policies and student service procedures for students, parents, and counselors. This position requires a strong communicator with polished presentation skills.

Key accountabilities and responsibilities include:

- Develop a recruitment plan for your assigned territories; scheduling and participating in virtual and in-person recruitment activities including but not limited to high school visits, college fairs, and planning/hosting area events.
- Building and strengthening relationships with high schools, community colleges, community organizations and independent counselors to help increase enrollment to UB. Develop new markets to broaden qualified applicant pool.
- Assist and execute coordinated efforts focused on diversity recruitment activity to include racial, ethnic, gender and identity based groups.
- Extensive travel may be required for in person recruitment to targeted high schools and events in assigned regions to provide presentations to students and parents, attend recruitment fairs and college nights, providing information to prospective students and their families, to include evening and weekend programs.
- Responsible for the processing, documentation and execution of accurate expenditure reporting.
- Developing, utilizing and staying current with communications, marketing tools, publications, computer information and data analysis.
- Serving as a liaison between prospective students and the Office of Admissions; call campaigns, telephone engagement, email communication, text messaging and requests for information, in a timely manner.
- Participation in all on and off campus recruitment events, which will include evenings, weekends and overnight commitments.
- Working with other regional recruitment professionals to coordinate activities and foster

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professional development.

- Create reports that track progress towards goals and territory data to departmental leadership.

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](#).

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

- Bachelors Degree with 2 years of experience.
- Prior experience handling an array of customer services duties is required.
- Knowledgeable about college admissions and recruitment practices in higher education. Excellent communication, organizational, and presentation skills are necessary.
- Enthusiasm for higher education is crucial.
- Demonstrated experience working with or in diverse populations.
- Being flexible and adaptable with a positive attitude.
- Strong work ethic and time management.
- Experience working in virtual environment providing outreach services.
- A valid U.S. Drivers License or the ability to demonstrate the capacity to meet the transportation needs for this position.
- Must be authorized to work in the United States on a full time basis.

Preferred Qualifications

- Masters degree and prior high school college advising experience.
- Ability in the proper use of a second language, bilingual (Spanish or Mandarin)
- Community Based Organization or Volunteer
- Experience doing outreach to the youth.
- Prior experience executing a high-volume travel schedule.

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Physical Demands

- The ability to move and transport boxes that weigh 25 pounds or more is required.

Salary Range

\$57,181 - \$60,482

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Brian Hines

Contact's Pronouns: He/him

Contact's Title: Human Resource Officer

Contact's Email: hines@buffalo.edu

Contact's Phone: 716-645-7751

Posting Dates

Posted: 07/16/2025

Deadline for Applicants:

Date to be filled: 08/14/2025

Contact Information

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

Contact

N/A

University at Buffalo

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