

**Admissions Counselor  
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=260091>

Downloaded On: Jul. 25, 2025 12:14pm

Posted Jul. 23, 2025, set to expire Aug. 4, 2025

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

**Date Posted** Jul. 23, 2025

**Application Deadline** 07/21/2026  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Counseling Services  
Admissions/Student Records/Registrar

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**Job Description**

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**Admissions Counselor**

**Position Information**

**Position Title:** Admissions Counselor

**Department:** Undergraduate Admissions

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/58133>

**Job Type:** Full-Time

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### Posting Detail Information

#### Position Summary

The **Office of Undergraduate Admissions** at the University at Buffalo invites applications for **Admissions Counselor** position based locally in the Buffalo area with recruitment initiatives to encourage enrollment of transfer and military-affiliated students. 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 Counselor provides support with recruitment programs and activities to reach university enrollment goals. The person will provide academic and admissions guidance for students who are interested in transferring to the University at Buffalo. Travel is required to college fairs, military-connected fairs, and other recruitment programs. The Counselor reports to the Associate Director of Transfer Student Engagement.

#### Key accountabilities and responsibilities:

##### Admissions recruitment:

- Primarily focus on transfer student and special population students, including but not limited to military-connected students, and freshmen and non-degree students as needed.
- Represents the university and its programs to the general public at in-state and out-of-state recruitment events, including high school and college visits, high school, military-connected and college fairs, visits to schools and community-based organizations, receptions, interviews, information sessions, and presentations.
- Actively manages their assigned territories and assists in data analysis to measure effectiveness.
- Builds and cultivates key relationships and partnerships with constituents, such as: secondary school communities, community-based organizations, alumni, community colleges, military bases and professional organizations.
- Performs detailed and personalized outreach to prospective students, such as: phone calling, emailing, and other communications as needed.
- Participate in the recruitment of prospective students within assigned territories and identified regions including virtual, on campus, off campus and international events/visits, which may include evenings, weekends and overnight travel.
- Responsibilities may include coordinating student workers.

##### Admissions counseling:

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- Counsels prospective undergraduate transfer, freshmen, non-degree and their families concerning UB academic programs, admission policies and procedures. This includes fielding phone inquiries, in-person appointments, and group presentations.
- Meaningfully interprets and transmits information to students, counselors, university administrators, and academic units in a manner that exudes high-quality customer service.
- Maintains comprehensive and detailed knowledge of UB and SUNY (as it relates to admissions and related policies).

### **Admissions evaluation/decision making:**

- Assists with all phases of the application processing, review and admission decision.
- An ability to complete timely review of applications from an assigned caseload and assists others as needed. File review activities include monitoring files for completeness, ensuring accurate and fair decisions, fielding questions from applicants, and notifying the secondary readers of significant exceptions requiring review.

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.

For further information, please visit us our [website](#).

### **Office of Admissions:**

As New Yorks 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 universitys academic aspirations in the midst of a rapidly changing educational landscape. For further information, please visit our [website](#).

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### ***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. A combination of education and experience can be considered in lieu of the requirement.
- 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).
- Experience working with college transfer students and military-connected students, preferably in an admission and counseling environment.

### **Physical Demands**

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

**Salary Range**

\$57,151 - \$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 Resources Officer

**Contact's Email:** [hines@buffalo.edu](mailto:hines@buffalo.edu)

**Contact's Phone:** 716-645-7751

**Posting Dates**

**Posted:** 07/21/2025

**Deadline for Applicants:**

**Date to be filled:** 08/28/2025

**Contact Information**

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

**Contact**

N/A

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