

**Admissions Advisor/Recruiter
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=262459>

Downloaded On: Sep. 12, 2025 3:27pm

Posted Sep. 12, 2025, set to expire Oct. 10, 2025

Job Title Admissions Advisor/Recruiter
Department Educational Opportunity Center
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 12, 2025

Application Deadline 10/10/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Admissions/Student Records/Registrar

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Job Description

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Admissions Advisor/Recruiter

Position Information

Position Title: Admissions Advisor/Recruiter

Department: Educational Opportunity Center

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58992>

Job Type: Full-Time

Posting Detail Information

Admissions Advisor/Recruiter University at Buffalo

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Position Summary

The **Admissions Advisor/Recruiter** will work within the Admissions Office, supporting enrollment efforts by providing admissions information to prospective students and community partners and organizations through meetings, presentations, events and other appropriate venues.

In this position, you will:

- Participate in student recruitment and maintain community partnerships.
- Maintain extensive knowledge of admissions requirements and program eligibility and implement comprehensive recruitment strategies to a targeted population of students.
- Provide customer service to students and applicants and advise on the admissions process, eligibility and programming.
- Coordinate, organize and manage admissions events and activities.
- Track student data and provide reports and analysis.
- Assist with all processes of student enrollment including testing, registration and academic guidance.

About The Buffalo Educational Opportunity Center

The [Buffalo Educational Opportunity Center](#) (BEOC) is an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, that provides urban and/or disadvantaged residents in the Western New York area with tuition-free academic programs, workforce development training and certifications and gainful employment opportunities. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students - as well as to the demands of our community - and serve as first steps toward the attainment of long-term educational and employment skills.

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

- Bachelors degree with 2 years of experience conducting outreach and recruitment.
- Strong interpersonal, organizational, written and oral communication skills, and social media knowledge.
- Successful candidate must provide evidence of strong time management skills and attention to detail and the ability to assess and respond to the needs of adult students in an adult education context.
- Must be available to work weekends and evenings and have a strong working knowledge of best practices in the field.
- An equivalent combination of education and experience will be considered.

Preferred Qualifications

- Masters degree in Education or related field.
- Bilingual

Physical Demands

Salary Range

\$57,151

Special Instructions Summary

Is a background check required for this posting?

Yes

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Contact Information

Contact's Name: Ivelis Parwulski

Contact's Pronouns:

Contact's Title: Staff Assistant

Contact's Email: ivelispa@buffalo.edu

Contact's Phone: 716-645-1875

Posting Dates

Posted: 09/11/2025

Deadline for Applicants:

Date to be filled: 11/20/2025

Contact Information

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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