

**Recruitment Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=263802>

Downloaded On: Oct. 10, 2025 5:13pm

Posted Oct. 10, 2025, set to expire Nov. 7, 2025

Job Title Recruitment Coordinator
Department Career Design Center
Institution University at Buffalo
Buffalo, New York

Date Posted Oct. 10, 2025

Application Deadline 11/07/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Human Resources

Apply Online Here <https://apptrkr.com/6636416>

Apply By Email

Job Description

Image not found or type unknown



Recruitment Coordinator

Position Information

Position Title: Recruitment Coordinator

Department: Career Design Center

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59508>

Job Type: Full-Time

Posting Detail Information

Recruitment Coordinator University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263802>

Downloaded On: Oct. 10, 2025 5:13pm

Posted Oct. 10, 2025, set to expire Nov. 7, 2025

Position Summary

The [Career Design Center](#) invites applicants for the Recruitment Coordinator position. The successful candidate will be highly organized and adaptive to a seasonal recruitment calendar and vital in supporting recruiting activities with employers and alumni that promote student success. In this role, you will work with campus partners and external stakeholders to advance the University at Buffalo's goal to become a Top 25 public research university.

Your responsibilities include:

- Managing logistics and communications for both on-campus and virtual employer recruiting activities.
- Maintaining employer activity in primary recruitment platform Bullseye (powered by Handshake).
- Providing administrative support to the Employer Relations team including triaging incoming communications through team outlook mailbox and direct phone line.
- Demonstrating a consistent level of service and professionalism as a representative of the Employer Relations team.
- Contributing to the implementation and evaluation of the employer relations and external engagement strategic plan, in support of UB student engagement and success.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits to support 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

Recruitment Coordinator University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263802>

Downloaded On: Oct. 10, 2025 5:13pm

Posted Oct. 10, 2025, set to expire Nov. 7, 2025

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

- Associate degree with a minimum of 2 years of experience **or** bachelors degree is required
- Demonstrated administrative and/or event planning experience in a fast-paced environment
- Strong organizational and time management skills
- Adaptable to working effectively during seasons of high or fluctuating activity levels
- Ability to work in a team setting
- Competence and high comfort level with learning software platforms (ex: Handshake, Asana, Canva)
- Outstanding written, verbal communication and interpersonal skills

Preferred Qualifications

- Proficiency with Microsoft Office suite (Outlook, Word, Excel, PowerPoint)

Physical Demands

Salary Range

\$51,261

Special Instructions Summary

**Recruitment Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=263802>

Downloaded On: Oct. 10, 2025 5:13pm

Posted Oct. 10, 2025, set to expire Nov. 7, 2025

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Meg Recktenwald

Contact's Pronouns:

Contact's Title: Associate Director, Employer Relations & External Engagement

Contact's Email: megreckt@buffalo.edu

Contact's Phone: 716-645-4631

Posting Dates

Posted: 10/08/2025

Deadline for Applicants:

Date to be filled: 11/27/2025

jeid-1c4c9d54c6ccbc43bbc173d34e4ccb65

Contact Information

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

Contact

N/A

Recruitment Coordinator
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263802>

Downloaded On: Oct. 10, 2025 5:13pm

Posted Oct. 10, 2025, set to expire Nov. 7, 2025

University at Buffalo

,