

International Recruitment Manager
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=219085>

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Posted Aug. 4, 2023, set to expire Aug. 4, 2024

Job Title	International Recruitment Manager
Department	SEAS Undergraduate Education
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 4, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Alumni Relations Admissions/Student Records/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/44397
Apply By Email	

Job Description

Position Summary

The [School of Engineering and Applied Sciences](#), Enrollment Management area is seeking an **International Recruitment Manager** to support the recruitment and enrollment management of international students for the School's graduate and undergraduate programs.

Duties include:

- Participate in graduate recruitment events globally (i.e., QS) aimed at international students current enrolled in undergraduate programs in the US.
- Work with International Admissions/Enrollment Management to assist with undergraduate

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recruitment for SEAS.

- Collaborate with International recruitment agencies to host specialized recruitment events in key countries/regions.
- Follow up with leads post recruitment events and assist them in the application process.
- Work with Communications and Marketing to develop an international specific communication plan post recruitment.
- Translate websites/landing pages/marketing material into different languages for recruitment.
- Manage International graduate applicant yield events (i.e. Accepted student receptions in India, etc.).
- Work with closely with UB International Alumni Engagement to leverage alumni in the recruitment process.
- Explore new relationships with international recruitment companies and organizations.
- Attend international conferences to network with companies and schools.
- Work with International Admissions/Enrollment Management to assist with undergraduate recruitment and hosting accepted student receptions for SEAS.
- Visit local schools and host visits that have international students to assist them in the process of applying.
- Assist in the Immigration Review and I-20 Issuance process during peak processing periods.

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](#).

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.

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Minimum Qualifications

- A Bachelor's degree with 2 years of experience.
- Significant experience in International admissions, recruitment and/or other special area of responsibility.

Preferred Qualifications

Master's Degree in related field

Contact Information

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

Contact

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