

Transfer Academic Counselor
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=228376>

Downloaded On: May. 18, 2024 10:29pm

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

Job Title	Transfer Academic Counselor
Department	Office of Admissions
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Financial Aid
Job Website	https://www.ubjobs.buffalo.edu/postings/47370
Apply By Email	
Job Description	

Position Summary

The University at Buffalo [Office of Admissions](#) seeks to hire two **Transfer Academic Counselors**. The Counselors provide support with recruitment programs and activities to reach university enrollment goals. The Counselors will be embedded in local community colleges and provide academic and admissions guidance for students who are interested in transferring to the University at Buffalo. Weekly travel is required to area community colleges as assigned and may include; Erie Community College, Monroe Community College, Genesee Community College, Niagara County Community College and Jamestown Community College. The Counselors report to the Director of Transfer Student Engagement and Initiatives.

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Key accountabilities and responsibilities:

- Academic Advising:
 - Counselors will be assigned community colleges in which they provide on-site academic and admissions advising to community college students. Weekly travel between assigned colleges is required.
 - Provide personalized advice to prospective transfer students on various aspects of the transfer process, including admission requirements, credit transfer, course equivalencies, and degree pathways, and admissions guidance for students from local community colleges who are interested in transferring to the University at Buffalo.
 - Coordinate class presentations, workshops, and webinars to assist with prospective student recruitment and academic planning.

- Recruitment Counseling:
 - Assist throughout the admissions cycle with phone and email communications, text messaging, virtual appointment, in-person consultations and group presentations. May require evening and weekend participation and may include evenings, weekends, and overnight travel.
 - Build and cultivate key relationships and partnerships with constituents such as secondary school communities and high school college counselors, community-based organizations, alumni and professional admissions organizations.
 - Actively engage in outreach programs to identify and recruit potential transfer students. This often involves working closely with community colleges and other feeder institutions.
- Relationship Building:
 - Establish and maintain strong relationships with various stakeholders, including students, families, community college staff, and university academic unit advisors, to facilitate a smooth transfer process.

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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.

Office of Admissions:

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

The Enrollment Management division within the Office of the Provost, consists of the 1Capen, Office of Admissions, Arthur O. Eve Educational Opportunity Program, Data Analysis and Reporting, Financial Aid, Graduate Enrollment Services, International Admissions, Summer/Winter and the Strategic Content and Marketing Team. Enrollment Management also maintains collaborative relationships with other student support areas including Athletics, The Graduate School, International Education, Information Technology, Registrar, Student Accounts, Student Life and Student Success. In conjunction with these campus partners, Enrollment Management collaborates with our schools and colleges to lead UB's enrollment management strategy.

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

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,

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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

- Bachelor's degree with 2 years of professional work experience in a college setting or, working with college-bound students in a high school or, community-based organization setting.
- Extensive travel is required for this position therefore, applicants must have a reliable means of travel and either a valid driver's license or demonstrate their ability to meet the transportation needs for this position.
- Exceptional interpersonal communication skills (oral and written) with a highly developed degree of tact and diplomacy exhibiting understanding, appreciation, and respect for all individuals in a diverse environment.
- Strong working knowledge of MS office applications required including Word, Excel, and PowerPoint.
- Exceedingly well organized.
- Possess high attention to detail and display accuracy in all areas of responsibility.
- Possess and display a high-level of customer service to all constituents.
- Applicants must be eligible to work within the United States in a full-time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.

Preferred Qualifications

- Masters' degree preferred.
- Experience working with college transfer students, preferably in an admission and counseling environment.

Contact Information

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

Contact

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