

Associate Director of Campus Visits and Events
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=228597>

Downloaded On: May. 9, 2024 2:49pm

Posted Jan. 10, 2024, set to expire Aug. 4, 2024

Job Title	Associate Director of Campus Visits and Events
Department	Office of Admissions
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/47465
Apply By Email	
Job Description	

Position Summary

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The University at Buffalo (UB) [Office of Admissions](#) is welcoming applications for the role of **Associate Director of Campus Visits and Events**. This leadership role is designed to plan, organize, and oversee various on and off campus recruitment and yield events. This role involves managing and coordinating events such as open houses, campus tours, information sessions, admitted student days, and other activities designed to showcase UB to prospective students, families, and supporters. This individual will manage a small team of staff members and work collaboratively with various campus partners to ensure that campus events are well-organized, engaging and align with the institution's overall goals and values. Additionally, this individual will be tasked with developing approaches that enhance the University at Buffalo visit experience in person and virtually. This position reports to the Assistant Vice Provost & Director of Admissions and Enrollment.

Key accountabilities and responsibilities:

Coordination & Management of Admissions Events:

- Serve as a lead project manager for all campus open house events for prospective students and their families, admitted student days, and other recruitment events.
- Assess programs by analyzing enrollment data, guest surveys, campus partner surveys, and offerings by peer institutions. Utilize assessment to develop creative solutions to improve efficacy of programming.

Supervision:

- Responsible for providing leadership to the Assistant Director of Campus Events and Visits in executing on and off campus recruitment related events. Coach and develop direct reports through one-on-one meetings. Prepares performance programs for direct reports and performs employee evaluations of direct reports.

Admissions Recruitment:

- 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, college fairs, visits to schools and community-based organizations, receptions, interviews, information sessions, and presentations.
- Actively manage assigned territories and assist in data analysis to measure effectiveness.
- Build and cultivate key relationships and partnerships with constituents, such as: secondary school communities, community-based organizations, alumni, and professional organizations.
- Performs detailed and personalized outreach to prospective students, such as: phone calling,

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emailing, and other communications as needed.

Admissions Counseling:

- Counsel prospective undergraduate students and their families concerning UB academic programs, admission policies and procedures. This includes fielding phone inquiries, in-person appointments, and group presentations.

Admissions evaluation/decision making:

- Function as a reader in a unique and rigorous selection process that includes evaluating applications, fielding questions from applicants, assessing students' fit with the program, and notifying admissions steering committee of significant exceptions requiring review.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Office of Admissions serves a diverse constituency of internal and external constituents, 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.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The 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

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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.

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.

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.

Minimum Qualifications

- Bachelor's degree with a minimum of 3 years of professional work experience in a higher education setting.
- Experience in planning and management of admission related events.
- 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.
- Applicant must be currently authorized to work in the United States on a full-time basis.
- Applicants must have a valid driver's license or demonstrate their ability to meet the

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transportation needs for this position.

Preferred Qualifications

- Master's degree.
- Working knowledge of Slate CRM preferred.

Contact Information

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

Contact

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