

Associate Director of Recruitment and Outreach  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=235198>

Downloaded On: May. 18, 2024 5:26pm

Posted Apr. 25, 2024, set to expire Aug. 25, 2024

<b>Job Title</b>	Associate Director of Recruitment and Outreach
<b>Department</b>	Office of Admissions
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Apr. 25, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Communications/Public Relations
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49775">https://www.ubjobs.buffalo.edu/postings/49775</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo (UB) [Office of Admissions](#) seeks to hire an **Associate Director of Recruitment and Outreach**. In this position you will play a key collaborative role in advancing the university's enrollment objectives. The Associate Director will provide strategic advice and drive the development and implementation of a student recruitment strategy that is innovative, consistent, and measurable, and that reflects overall university enrollment goals and objectives. This position reports to the Senior Director of Recruitment & Communication Strategies.

### Key accountabilities and responsibilities

- Provides strategic advice and drives the development and implementation of a comprehensive

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data driven student recruitment strategy that is consistent with overall university enrollment goals. The recruitment strategy includes realigning practices that focus on highly talented prospective students, ensuring a comprehensive approach to maintain and enhance our reach in our primary markets, implementation of recruitment initiatives in identified developing out of state markets, evaluation of success in all key markets, and strategic use of alumni volunteers in recruitment.

- Provides strategic advice and planning to establish accurate admissions engagements, evaluate performance trends, develop, and implement appropriate action plans.
- Supervises a team of admissions professionals, including admissions counselors and an assistant director to ensure high-quality execution of all strategies.
- Builds relationships with secondary school counseling community and proactively participates in recruitment activities as assigned.
- Creates programming to ensure high level of engagement with UB's office of admissions.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Office of Admissions 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.

### **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](#).

### **Office of Admissions**

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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](#).

### **Enrollment Management**

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 3 or more years of progressive experience in college admissions.

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- Knowledge of best practices in student recruitment.
- Experience with holistically evaluating admissions applications.
- Strong team orientation, effective interpersonal skills, and superior written and verbal communication skills 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.
- A valid driver's license is required.

**Preferred Qualifications**

- Master's degree.
- Experience with CRM system and demonstrated ability to leverage technology.
- Demonstrated commitment to data-driven decision-making, including effective analytical skills and proven results in achieving objectives and goals.

**Contact Information**

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

**Contact**

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