

Assistant Dean for Enrollment & Admissions
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=229677>

Downloaded On: May. 9, 2024 3:43pm

Posted Jan. 29, 2024, set to expire Aug. 4, 2024

Job Title	Assistant Dean for Enrollment & Admissions
Department	SEAS Office of Academic Affairs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Enrollment Management/Registrar Admissions/Financial Aid
Job Website	https://www.ubjobs.buffalo.edu/postings/47794
Apply By Email	
Job Description	

Position Summary

[The School of Engineering and Applied Sciences](#), Office of Academic Affairs is seeking an **Assistant Dean for Enrollment & Admissions** to plan, develop, and oversee enrollment operations logistics, school-wide recruitment, admissions, yield enhancement, and the onboarding process at the undergraduate- and graduate-levels. The incumbent will also oversee K-12 outreach efforts and summer camps focused on cultivating recruitment among primary & secondary students from area public schools. The candidate should be a proactive, organized, collaborative, and tech-savvy professional.

Under the direction of the Senior Associate Dean of Academic Affairs the incumbent will be responsible

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for:

1. Student Recruitment, including:

- Identifying strategies to recruit, yield, and enroll talented students from diverse backgrounds to undergraduate- and graduate-level programs in the School of Engineering and Applied Sciences (SEAS), leveraging data analysis and predictive modeling in those efforts.
- Planning and participating in recruitment for graduate programs within SEAS, both regionally and internationally. Oversee events such as the accepted student receptions for graduate programs in Buffalo, as well as India and China.
- Supervising student ambassadors who support recruitment at both the undergraduate- and graduate-level.
- Providing data reports to Department Chairs and other key individuals that track student recruitment from the initial inquiry, through the application and enrollment stages.

2. Graduate Admissions, including:

- Managing the graduate admissions and new student enrollment processes. This includes building and maintaining digital applications, managing data imports and inquiry forms, and overseeing admission workflows, the application review process for each department/program, the release of decision notices, yield tracking and communications, and general reporting.
- Identifying methods for streamlining the admission process that include inquiry response, the maintenance of application records, releasing applications for review, processing international student admissions, and the yield process. Run focus groups at the undergraduate- and graduate-level to inform strategies and improve the admission process.
- Managing the School of Engineering and Applied Sciences Slate CRM license and its use in the graduate admission process, the undergraduate yield phase, and K-12/Community outreach programming.
- Ensuring the integrity of admission materials and records.
- Support accepted graduate students through strategic planning for new incoming graduate student orientation in the School of Engineering and Applied Sciences. In addition, this position will contribute to onboarding activities for undergraduate students and will work with various constituents across campus to plan events that ensure the student transition to UB is seamless (International Student Services, International Admissions, Student Accounts, The Graduate School, Graduate Enrollment Services, Admissions, etc.).

3. Support graduate education in the School of Engineering & Applied Sciences generally by developing strategies for new niche graduate programs to increase enrollment in the short- and long-term. Work with outside companies to increase exposure of new and existing programs and expand

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our prospect database.

4. Supervise key staff managers implementing all recruitment and admissions processes, and the cultivation of future student enrollments through primary and secondary school engagement.

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 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

A Master's degree and 3 years of experience in enrollment management, admission, recruitment and/or other special area of responsibility is required as is experience as a manager or supervisor. Extensive working knowledge of Slate CRM software.

Preferred Qualifications

Significant experience (5 or more years) in enrollment management, admission, recruitment and/or other special area of responsibility is preferred.

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Contact Information

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

Contact

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