

Assistant Director of International Admissions Regional  
Recruiter  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=196823>

Downloaded On: Jun. 10, 2023 10:20am

Posted Oct. 12, 2022, set to expire Aug. 4, 2023

<b>Job Title</b>	Assistant Director of International Admissions Regional Recruiter
<b>Department</b>	International Admissions
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 12, 2022
<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>	Admissions/Financial Aid
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/38124">https://www.ubjobs.buffalo.edu/postings/38124</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

**[The Office of International Admissions](#)** at the University at Buffalo (SUNY) invites applications for the position of **Assistant Director of International Admissions Regional Recruiter**.

Reporting to the Associate Vice Provost and Director of International Admissions, the Assistant Director of International Admissions Regional Recruiter supports all stages of the process of recruiting, admitting and enrolling international students into the University at Buffalo.

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Key Responsibilities Include:

- This position will participate in extensive recruitment within identified territories to represent the university and its programs at events, including high school and college visits, college fairs, visits to schools and community-based organizations, receptions, interviews, information sessions, and group presentations in addition to participating in virtual recruitment initiatives to include evenings, late night and weekends.
- Builds and cultivates key relationships and partnerships with constituents, such as: secondary school communities, community-based organizations, alumni, and professional organizations.
- Actively manages assigned territories and assists in data analysis to measure effectiveness.
- Assists in executing all large on-campus and off-campus recruitment and yield events which include evening and weekend events.
- Assists with all phases of the admitted students' immigration documents including reviewing immigration standing, financial documentation, and preparation of the I-20 Certificates of Visa Eligibility for undergraduate and graduate/professional students.
- Meaningfully interprets and transmits information to students, counselors, university administrators, and academic units in a manner that exudes high-quality customer service.
- Responsibilities may include coordinating student workers assignments.
- Assist with developing and implementing international admissions outreach, recruitment, and strategy.
- Assist with assigned marketing and communications duties focused on international communities.
- Assist with translating marketing documents based on language competency.

**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

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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.
- Prior experience handling and providing an array of customer service duties is required.
- Knowledgeable in high school counseling and college admissions and recruitment practices in higher education.
- Must be computer literate and have access to the internet.
- Excellent communication and organizational, and presentation skills are necessary. Enthusiasm for higher education is crucial. Demonstrated experience working with or in diverse populations. Being flexible and adaptable with a positive attitude. Strong work ethic and time management. Experience working in virtual environment providing outreach services.
- Extensive travel is required for this position; therefore, applicants must have a passport and either a valid driver's license or demonstrate their ability to meet the transportation needs for this position.
- U.S. citizenship or U.S. Permanent Resident status is required for this position in order to access government databases and issue I-20s.

#### Preferred Qualifications

- Master's Degree and prior high school college advising experience.
- Ability in the proper use of a second language or multilingual.
- Experience within a higher education setting.
- Experience with coordinating, developing, and executing a high-volume travel schedule.
- Community Based Organization or Volunteer Experience doing outreach to the youth.
- Experience working in an educational environment as an advisor, counselor, teacher, social worker, or administrator.
- High-level of cultural competence with international communities.
- Demonstrated experience working in multiple cultures.



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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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