

Assistant Dean of Enrollment Management
University at Buffalo, The State University of New York

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Posted Jul. 25, 2024, set to expire Nov. 23, 2024

Job Title	Assistant Dean of Enrollment Management
Department	SEAS Office of Academic Affairs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Admissions/Financial Aid Academic Affairs
Job Website	https://www.ubjobs.buffalo.edu/postings/51759
Apply By Email	
Job Description	

Position Summary

The [School of Engineering and Applied Sciences \(SEAS\)](#), Office of Academic Affairs is seeking an Assistant Dean for Enrollment Management. Reporting to the Senior Associate Dean for Academic Affairs, the incumbent will develop and implement strategies to enhance enrollment and oversee comprehensive enrollment operations, including logistics, school-wide recruitment, admissions, yield enhancement, and the onboarding process to ensure new students have a seamless transition.

SEAS is ranked second among top public engineering schools in the Northeast and in the top 30 public engineering schools in the nation. Home to nine academic departments that offer a broad array of educational programs for both undergraduate and graduate students, the Assistant Dean will work with

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key staff to achieve enrollment targets, influencing the entire admission lifecycle from prospect through enrollment.

Responsibilities include:

- **Supervision and Leadership:** Supervise key staff managers responsible for all aspects of the admission lifecycle, including marketing and communications, CRM, admissions operations, and recruitment.
- **Graduate Admissions Management:** Oversee the graduate admissions and new student enrollment processes. Provide guidance to staff managers on building and maintaining digital applications, managing application data, optimizing workflow efficiencies, and overseeing application review processes and communication activities throughout the admission lifecycle.
- **Diversity Recruitment Strategies:** Develop and implement strategies to recruit, yield, and enroll talented students from diverse backgrounds into SEAS programs.
- **Recruitment Activities:** Plan and participate in recruitment efforts for undergraduate and graduate programs within SEAS, including both domestic and international travel. Oversee events such as accepted student receptions for graduate programs in Buffalo, as well as recruitment events in India and China.
- **Graduate Program Development:** Support graduate education by developing strategies for new niche graduate programs to increase enrollment in the short- and long-term. Assist departments in developing new graduate programs based on industry trends and executing updates to existing graduate program curricula. Collaborate with external companies to increase exposure of new and existing programs and expand the prospect database.
- **Data Reporting:** Provide data reports to Department Chairs and other key individuals tracking student recruitment through the application and enrollment stages.
- **Onboarding and Orientation:** Support accepted graduate students through strategic planning for new incoming graduate student orientation and onboarding activities in SEAS. Collaborate with various campus constituents to plan events that ensure a seamless transition to UB, including International Student Services, International Admissions, Student Accounts, The Graduate School, and Graduate Enrollment Services.

Outstanding Benefits Package

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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.

Contact Information

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

Contact



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