

Director of Strategic Enrollment and Operations
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=258374>

Downloaded On: Jun. 17, 2025 10:33pm

Posted Jun. 17, 2025, set to expire Jul. 12, 2025

Job Title Director of Strategic Enrollment and Operations
Department Office of Biomedical Education
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 17, 2025

Application Deadline 07/12/2025
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Student Affairs
Public Relations/Marketing
Enrollment Management/Registrar

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Job Description

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Director of Strategic Enrollment and Operations, Office of Biomedical Education

Position Information

Position Title: Director of Strategic Enrollment and Operations, Office of Biomedical Education

Department: JSMBS OBE Graduate Enrollment Wide

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57560>

Job Type:

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Full-Time

Posting Detail Information

Position Summary

The **Director of Strategic Enrollment and Operations** in the [Office of Biomedical Education \(OBE\), Jacobs School of Medicine and Biomedical Sciences](#), plays a pivotal role in managing and enhancing graduate student administrative operations in support of enrollment, retention, and student engagement. This position will provide strategic vision for the growth of recruitment markets, innovate in prospective student recruitment and engagement spaces, and lead individual departments and programs in the development of strategic recruitment plans. This position will oversee tuition revenue projections from MS programs, and assess PhD stipend commitments and projections for strategic recruitment and peer-institution benchmarking, and lead resource planning to align investments with institutional priorities. This position will provide strategic vision for new program development from the enrollment and market standpoint, and to work with the curriculum team to align program development with emerging markets. This position is integral to shaping the academic community by strategically supporting the infrastructure that enables the recruitment, engagement, retention, and success of a diverse and talented pool of graduate students, as well as managing key support programming to ensure student success.

- Graduate enrollment manager for the Jacobs School: Develop and implement strategic recruitment plans that include in-person events, lead generation, social media and other digital recruitment strategies, to maximize prospect outreach and conversion to applications. With OBE Assistant Director of Communications, guide prospect/applicant marketing and communication strategies. Represent the Jacobs School on the VPEM Graduate Enrollment Managers group and serve as liaison to UB Graduate Enrollment Services and International Admissions. Coordinate Graduate School Fellowship program.
- Support coordination across departments to ensure efficient administrative operations related to student onboarding, retention, and engagement.
- Admissions Operations: Maintain focus on operational systems and administrative workflows that support admissions processes across programs. Manage admissions for the interdisciplinary programs run by Biomedical Education office. Manage application workflow for all medical school masters and PhD programs, including application maintenance, troubleshooting, and staff training. Serve as Jacobs School primary decision maker and lead for the UB graduate instance of Slate. Liaison for Medical Admissions and Graduate Enrollment Services regarding the transfer of MD applicant data as it moves through Slate into UB systems. Collaborate with Jacobs department/program admissions staff to ensure applications are processed efficiently and in line

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with UB policies.

- Tuition forecasting - Working with existing program leadership to right-size enrollment to balance revenue with capacity and educational outcomes. To manage PhD student tuition scholarship investments in collaboration with the UBO. To benchmark PhD stipend level against competitor programs and project and manage stipend increases to preserve competitiveness. Lead financial forecasting and tuition revenue modeling efforts to inform strategic program decisions. Oversee allocation of resources for new and existing programs to ensure financial sustainability
- Event Management: Oversee event strategy and resource planning to ensure events are aligned with student engagement objectives and supported by appropriate administrative planning, budgeting, and staffing. Orchestrate high-impact events in support of the admissions cycle, including open houses, candidate interviews, and accepted-student yield events. With the Graduate Program Coordinator, coordinate the annual PhD white coat ceremony. Co-lead annual commencement ceremony, serving as main point of contact for masters/PhD graduates and faculty participants.
- Reporting: Monitor and interpret admissions and enrollment data on central UB reporting dashboards. Design and run internal Slate and Infosource queries to respond to data requests as needed. Respond to data requests for NIH grant applications. Serve as liaison to AVP for Data Analytics. Use data insights to drive operational improvements and inform financial and resource planning.
- Lead school-wide support programs for biomedical graduate students, including new student orientation, Orientation 2.0 programming throughout the academic year, Graduate Student Ambassador program, and career development programming.
- Oversee student support for the interdisciplinary graduate programs run by Biomedical Education office, including appointments, payroll, health insurance, tuition scholarships. Ensure administrative systems are in place to deliver effective, compliant, and student-centered support services.
- Supervise the Unit Finance and Operations Manager, Assistant Director of Communications and Graduate Program Coordinator.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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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

- Bachelors Degree and 5 years progressively responsible experience in higher education or related field.
- Functional proficiency in Slate Technolutions or other CRM system.
- Functional expertise in recruitment, sales, enrollment.
- Excellent relationship management skills.
- Strong customer focus.
- Excellent communicator, with outstanding oral, written and presentation skills, team and collaboration skills.
- Strong project and event management skills.
- Ability to quickly learn and use university and external support sources.

Preferred Qualifications

- Masters in Higher Education or related field.
- Higher Education Student Services and/or Admissions and/or Marketing and/or Communications experience and/or management is not required but is a plus.
- Functional expertise in Slate Technolutions CRM is not required but is a plus.

Physical Demands

Salary Range

\$95,000 - \$120,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name:

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John O'Keefe

Contact's Pronouns:

Contact's Title: Operations Assistant

Contact's Email: jmokeefe@buffalo.edu

Contact's Phone: 716-829-3631

Posting Dates

Posted: 06/13/2025

Deadline for Applicants:

Date to be filled:

Contact Information

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

Contact

N/A

University at Buffalo

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