

Executive Director, Strategic Recruitment and
Engagement for Jacobs Schools of Medicine and
Biomedical Sciences
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233651>

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Posted Apr. 1, 2024, set to expire Aug. 4, 2024

Job Title

Executive Director, Strategic Recruitment and
Engagement for Jacobs Schools of Medicine and
Biomedical Sciences

Department

Jacobs School of Medicine and Biomedical Sciences

Institution

University at Buffalo, The State University of New
York
Buffalo, New York

Date Posted

Apr. 1, 2024

Application Deadline

Open until filled

Position Start Date

Available immediately

Job Categories

Director/Manager

Academic Field(s)

Development/Institutional Advancement
Administration - Academic Unit

Job Website

<https://www.ubjobs.buffalo.edu/postings/49370>

Apply By Email

Job Description

Position Summary

As the **Executive Director, Strategic Recruitment and Engagement**, you will hold a role that is at the forefront of the TOP 25 ambition. Reporting to the Chief of Staff/Assistant Vice President for Health Sciences, you will drive the recruitment and engagement efforts that are pivotal to the success of the Jacobs School of Medicine and Biomedical Sciences.

Your primary focus in this role will be orchestrating strategic engagement and the faculty recruitment program, with a clear mandate to achieve our TOP 25 Ambition for UB/Jacobs School/HS. This vision

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hinges on recruiting, engaging, and nurturing a diverse, high-caliber faculty and staff. Their impact on research, scholarship, and education is paramount, fostering innovation and global recognition. In this position, you will be responsible for:

- leading the coordination of faculty recruitment
- providing high level support to search committees in partnership with Jacobs School HR
- supporting faculty candidates and new hires with assistance as they transition through the recruitment process and into their roles
- faculty engagement and marketing
- collaboration, networking, and relation management
- budget management for faculty recruitment and engagement budget

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 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 5 years of experience.

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Preferred Qualifications

- Experience with faculty and alumni engagement
- Knowledge and understanding of SUNY/UB recruitment practices

Contact Information

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

Contact

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