

## Position Information

Position Title	International Admissions Advisor
Classification Title	Admissions Advisor
Posting Number	1500333
Department	0808-International Education
Employer	State
Appointment Type	03 - Professional
Position Type	UUP Professional
Appointment Term:	Term
Temporary Until	
Salary Grade	SL3
Strategic Strength	None Selected

## Posting Details

Position Summary	<p>Primary duties include reviewing applications from international students applying for undergraduate, graduate and professional admission to the University; evaluating foreign academic credentials and determining undergraduate transfer credits; advising prospective and incoming students on application requirements and admissions criteria; and creating student records and entering data into applicable information systems and SEVIS.</p> <p>Other duties may include assisting with outreach and promotional activities, such as supporting campus visit or open house programs, preparing and updating outreach and recruiting materials, and using social networking tools for marketing purposes, or supporting other related duties.</p> <p>The International Admissions Advisor would also assist with general administrative tasks such as developing and creating admissions and yield reports creating and maintaining sets of reference materials, maintaining office schedules and inventories, and other related tasks. The International Admissions Advisor may occasionally represent the University at domestic and/or international recruitment events.</p>
Position Category:	Administrative Staff
Minimum Qualifications	<p>Master's degree plus one year of directly related work experience OR Bachelor's degree plus three years of directly related work experience.</p> <p>Demonstrated intercultural skills and first-hand experience in a multi-cultural setting (such as overseas work experience), and a knowledge of or an ability and interest to learn about a wide variety of educational documents from around the world.</p> <p>Strong written and verbal communication skills. Strong computer skills, including electronic communication tools, spreadsheets, databases. Attention to detail, and the ability to manage multiple tasks with deadlines simultaneously.</p> <p>US Citizenship or Legal Permanent Residency as mandated by federal regulations (for issuing SEVP [International Student and Exchange Visitor Program] Certificates of Eligibility).</p> <p>Ability to work non-standard or flexible work hours, especially during the peak admission processing season of January through May.</p>
Preferred Qualifications	Experience in higher education. Direct experience in international admissions.
Physical Demands	
Salary Range	\$44,530-\$47,000

Multiple Positions Available?	No
Work Hours	
FTE	1.00
Campus:	North Campus
Special Instructions to Applicants	
Online reference letters required?	No
Required Applicant Documents	Cover Letter Contact Information for References Resume
Optional Applicant Documents	

**Contact Information**

Contact's Name	Steven L. Shaw
Contact's Title	Assistant Vice Provost and Director of International Admissions
Contact's Email	sshaw@buffalo.edu
Contact's Phone	<a href="tel:716-645-6121">716-645-6121</a>

**Posting Dates**

Internal Posting Date	05-19-2015
Internal Closing Date	06-02-2015
External Posting Date	06-03-2015
External Closing Date	07-02-2015
Date to be Filled	ASAP

**Ref Letter**

**Reference Letters**

Will this position accept reference letters?

Number of reference letters required?

Instructions to Applicant:

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If requested, the University at Buffalo will make arrangements if an applicant has a disability in order to provide access to the application, interview and selection process. Reasonable accommodation requests must be made in a timely manner to the Equity, Diversity & Inclusion office by email at [diversity@buffalo.edu](mailto:diversity@buffalo.edu) or by phone (716) 645-2266.

For questions or assistance, please contact UB Jobs support at (716) 645-JOBS (5627) or e-mail [ubjobs@buffalo.edu](mailto:ubjobs@buffalo.edu).