

Assistant Director for Undergraduate Research and PhD
Program
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=218948>

Downloaded On: May. 8, 2024 3:38am

Posted Aug. 1, 2023, set to expire Jul. 12, 2024

Job Title Assistant Director for Undergraduate Research and PhD
Program

Department Undergraduate Education

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Aug. 1, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Research

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-for-Undergraduate-Research-and-PhD-Program_RQ27057

Apply By Email

Job Description

Job Description

The Assistant Director for Undergraduate Research and PhD Program Application in the Office of Undergraduate Academics focuses on providing comprehensive support to undergraduate students in finding research opportunities and guiding them through the competitive landscape of STEM PhD program admissions. This position plays a pivotal role in assisting students in their academic and career development.

Responsibilities of the Assistant Director for Undergraduate STEM Research and PhD Program Application include actively seeking and identifying undergraduate research opportunities,

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scholarships, and fellowships. The coordinator works closely with students to assess their research interests, academic performance, and long-term aspirations, providing personalized guidance and recommendations.

The Assistant Director also supports students in preparing strong applications for STEM PhD programs. This includes assisting with crafting personal statements, refining research proposals, and offering guidance on selecting suitable programs and potential faculty mentors. The coordinator follows the latest requirements in STEM PhD admissions, offering insights and strategies to enhance students' chances of securing admission to their desired programs.

The Assistant Director will also organize workshops, informational sessions, and networking events to educate students about research opportunities, the application process for graduate programs, and resources available to support their academic journey.

The ideal candidate for this position possesses a strong understanding of STEM research, graduate admissions processes, and the academic landscape. They have excellent communication and interpersonal skills to effectively mentor and guide students. Additionally, they should be well-connected within the academic and research community to foster partnerships and cultivate opportunities for undergraduate students.

A successful candidate will meet the following requirements:

- Minimum bachelor's degree and preferred a master's degree.
- A minimum of 5 years of related advising and program management experience.
- Experienced in teaching or leading workshops.
- Strong analytical and problem-solving skills.
- Strong communication skills (written and verbal).
- Demonstrated strong leadership and mentorship skills.
- Demonstrated strong teamwork skills.
- Preferred science or engineering background, or prior experience working with pre-health, pre-law, or predoctoral students.

Additional details of the position are noted below:

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Pre-Doctoral in STEM Program Support

- Serve on Predoctoral Advisory Committee with faculty and staff. Manage all aspects of it.
- Work closely with the Dean of Undergraduate Education; develop communications to holistically describe the opportunities for attending graduate student pre-application workshops and visit days. Maintain an external website and internal Canvas page with advising guides and timelines for predoctoral program students.
- Communicate undergraduate research and fellowship application opportunities.
- Organize workshops to assist students in applying to PhD programs in STEM, including guidance on course selection, application preparation, and letters of recommendation.
- Recruit students to the program and maintain a listserv of them in Workday.
- Maintain records of current students and alumni (including application, enrollment, and outcome data).

Support the Office Mission

- Collaborate with other student service departments on orientation, advising, registration, and support programs, services, and processes for undergraduate students as needed.
- Perform other tasks assigned by the Dean of Undergraduate Education as needed.

Department

Undergraduate Education

General Submission Guidelines:

In order to be considered a candidate for any job at Stevens, you must submit an online application. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

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Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff and student body and strongly encourages applications from female and minority candidates as well as veterans and individuals with disabilities. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. You can obtain a copy of this report by accessing the following web site: <http://www.stevens.edu/sit/police>

Contact Information

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

Contact

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