

**Manager for Recruitment and Enrollment
Stevens Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=225051>

Downloaded On: May. 9, 2024 7:58am

Posted Nov. 6, 2023, set to expire Jul. 12, 2024

Job Title Manager for Recruitment and Enrollment
Department School of Humanities, Arts and Social Sciences
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Nov. 6, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

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

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Manager-for-Recruitment-and-Enrollment_RQ27563

Apply By Email

Job Description

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Manager for Recruitment and Enrollment

Stevens Institute of Technology, Hoboken, NJ

The School of Humanities, Arts and Social Sciences at Stevens Institute of Technology in Hoboken is seeking a highly-motivated, energetic, and creative candidate to fill the position of Manager for Recruitment and Enrollment for Undergraduate Students. The primary role will be to support a wide range of recruitment activities and initiatives related to promoting our programs and attracting and

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recruiting new students to major in the disciplines housed in the School. This includes especially the creation of promotional materials, outreach to high schools, coordinating student visits, conducting tours, as well as generating content for use in advertising and targeted email campaigns. In addition, this position will collect, maintain and analyze data about prospective students, current students and alumni. The Manager will work directly with the Communications and Marketing Manager and report to the Dean. He/she will also work closely with faculty and serve as liaison with Undergraduate Admissions and Career Services.

Education:

A Bachelor's degree in Marketing, Communications or a related field is required. A Master's degree in Communications, Marketing, Business, Project Management or a related field is preferred but not mandatory, as is a minor in a humanities or arts related discipline.

Experience and Skills:

Some experience working in marketing, preferably in an academic environment. Superb writing and communication skills, familiarity with digital marketing tools, on-line engagement practices, including social media, digital communication platforms, and targeted email campaigns. Working knowledge of Microsoft Office Suite, Adobe Creative Suite, or similar programs. Candidates must also be comfortable working with high school students and parents and display a sensitivity to special needs and requests. Familiarity with the programs offered by the School of Humanities, Arts and Social Sciences and comfort working in a technology-based environment also desired.

The School of Humanities, Arts and Social Sciences at Stevens values diversity and seeks candidates who can contribute to a welcoming climate for students. Stevens is an NSF ADVANCE institution committed to equitable practices and policies. We strongly encourage qualified women and minority candidates to apply.

Stevens Institute of Technology, founded in 1870, is located in Hoboken, NJ, directly across the Hudson River from New York City. Stevens students, faculty, and partners leverage their collective real-world experience and culture of innovation, research, and entrepreneurship to confront global challenges in engineering, science, systems, and technology management. The School of Humanities, Arts and Social Sciences contributes to the mission of Stevens with programs that engage in research and creative activity at the intersection of science, technology, the arts, humanities, and social science in ways that benefit society.

Candidates interested in applying should prepare an application that includes a letter of intent, current C.V., and the names and contact information for three references. Please combine all materials into a

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single document (MSWord or PDF) for submission. Review of applications will begin on December 15th, 2023 and continue until the position is filled.

All applications must be submitted electronically through the HR website at:

<https://www.stevens.edu/hr/careers-at-stevens>

For more information about Stevens and the School of Humanities, Arts and Social Sciences, please visit <https://www.stevens.edu/hass>.

For more information please contact Andrew Stein, Assistant Dean for Operations, at astein@stevens.edu.

Department

School of Humanities, Arts and Social Sciences

General Submission Guidelines:

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

Academic Submission Guidelines:

Please submit:

- Cover letter
- Curriculum vitae
- Research statement

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- Teaching statement that includes a) teaching interests, b) teaching philosophy, and c) a plan on how to create an inclusive environment for students of all backgrounds in terms of classroom teaching, student advising, and graduate student mentoring
- Contact info for at least 2-3 references (school-specific; please refer to job posting)

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 people of all backgrounds. 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.

NSF ADVANCE Institution Steven's values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with

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disabilities.

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. Click [here](#) for a copy of this report.

Contact Information

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

Contact

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