

Assistant Director of Undergraduate Admissions
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=229184>

Downloaded On: May. 8, 2024 10:57pm

Posted Jan. 19, 2024, set to expire Jul. 12, 2024

Job Title Assistant Director of Undergraduate Admissions
Department Undergraduate Admissions
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Jan. 19, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Admissions/Financial Aid

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Undergraduate-Admissions_RQ27703

Apply By Email

Job Description

Job Description

Assistant Director of Undergraduate Admissions

The Assistant Director of Undergraduate Admissions will play a key role in attracting and enrolling a diverse and talented pool of undergraduate students who align with the university's mission and academic excellence. The Assistant Director will participate in a wide range of admissions activities representing the university in all aspects of territory management, with additional focus on special populations and projects. This highly visible role requires a self-motivated, vibrant person who can communicate with prospective students and interested parties to explain the college admission policies and procedures and accurately answer questions. This position requires travel to high schools and

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other forums to inform prospective students and college counselors of admission standards and policies, the programs of the university, and campus life. The Assistant Director reports to the Director of Undergraduate Admissions.

The primary responsibilities are, but are not limited to:

- Works with the Dean and Director to develop and execute recruiting strategies and initiatives for specific populations
- Represents Stevens Institute of Technology at recruitment events, both in-person and virtually
- Manage assigned incoming freshman recruitment territory which includes travel to off-campus territory, recruiting, interviewing, presentations and events coverage, counseling families, and interacting with guidance counselors and CBOs
- Assists with reading, recommending, and reviewing admissions decisions regarding prospective student applications
- Manage the admissions process for the Accelerated Pre-Law Program, including recruitment, application review, interview coordination, and decision-making in collaboration with the Admissions team. Work closely with academic departments, faculty and other stakeholders to ensure alignment between the accelerated pre-law program and institutional goals.
- Assist in developing and implementing communication strategies that engage prospective and admitted students. Collaborate with University Relations and other offices to manage the production of admissions materials, brochures and publications.
- Provide leadership and guidance to admissions staff, fostering a positive and collaborative team environment. Assist in training and professional development activities, including application reader training sessions.
- Utilize data analytics to assess the effectiveness of recruitment strategies, identify trends, and make data-driven decisions to optimize the admissions process.
- Stay abreast of trends and changes in the higher education landscape, as well as admissions best practices, to inform and enhance the university's recruitment efforts.
- Leverage technology and innovation to enhance the admissions process, including the use of CRM systems, data analytics tools, and online platforms.
- Maintain compliance and adherence to all regulations and policies for recruitment, admissions, and financial aid within higher education and ensuring the staff is appropriately trained and all processes, procedures, and policies are adhered to.
- Performs other duties as assigned

Minimum qualifications:

- At least three years of admissions experience or similar demonstrated undergraduate admissions

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background and industry knowledge

- Bachelor's degree
- Valid driver's license and U.S. passport
- High attention to customer service
- Strong interpersonal skills with diverse constituents
- Ability to work independently and within a team structure
- Flexibility to work on evenings and weekends as necessary to assist with on campus events as well as recruiting duties off campus
- Strong written communication and public speaking skills

Preferred background:

- Master's degree
- Previous experience within a competitive higher education college admissions environment
- Experience reading and reviewing foreign credentials
- Experience with the Slate CRM or other similar CRM used in Admissions and Recruitment

Department

Undergraduate Admissions

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
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Curriculum vitae

- Research statement
- 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

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statutes.

NSF ADVANCE Institution Stevens 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 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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