

Director of Student Success
Stevens Institute of Technology

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Posted Feb. 26, 2024, set to expire Jul. 12, 2024

Job Title Director of Student Success

Department School of Humanities, Arts and Social Sciences

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Feb. 26, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Student Affairs

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-Student-Success_RQ27818

Apply By Email

Job Description

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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 Director of Student Success.

Job Summary

The Director of Student Success is responsible for providing oversight in managing, assessing and leading HASS in student success as it relates to recruitment, retention, and career placement. The Director will support and execute the vision and purpose of the School while delivering exceptional service to our undergraduate student populations, providing support and guidance from acceptance to

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graduation and beyond. Toward this effort, the Director will be responsible for coordinating activities and initiatives with faculty, staff and key University offices, utilizing metrics in determining efficacy in programming, and building partnerships that promote student success at HASS and beyond.

The Director of Student Success will work directly with the Communications and Marketing Manager and report to the Dean. He/she will also work closely with the Academic Advisor, Associate Dean for Undergraduate Studies, and HASS faculty to support the academic enterprise, as well as serving as liaison with Undergraduate Admissions and the Career Center.

Education:

A Master's degree in Higher Ed Administration, Communications, Marketing. Social Sciences or the Humanities preferred, but not mandatory.

Experience and Skills:

The successful candidate will possess superb writing and communication skills, familiarity with digital marketing tools, on-line engagement practices, including social media, digital communication platforms, and targeted email campaigns. Experience building alumni and industry networks is also preferred. 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 types of 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

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C.V., and the names and contact information for three references. Please combine all materials into a single document (MSWord or PDF) for submission. Review of applications will begin on March 1st, 2024 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.

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

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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 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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