

Associate Director of Undergraduate Admissions
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=197961>

Downloaded On: Mar. 21, 2023 7:23am

Posted Oct. 27, 2022, set to expire Jun. 30, 2023

Job Title Associate Director of Undergraduate Admissions

Department

Institution Stevens Institute of Technology

Hoboken, New Jersey

Date Posted Oct. 27, 2022

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/Associate-Director-of-Undergraduate-Admissions_RQ26299

Apply By Email

Job Description

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The **Associate Director of Undergraduate Admission** at Stevens Institute of Technology is responsible for managing admissions staff and assisting with strategic initiatives linked to admissions goals and objectives. This position calls for an inspiring manager to galvanize and lead a recruitment team to meet its goals collectively. The associate director will report to the Dean of Undergraduate Admission, and partner closely with the Director of Undergraduate Admission on university enrollment initiatives.

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A successful candidate is a self-motivated, vibrant individual who can effectively communicate with prospective students, families, counselors, community professionals, and interested parties to explain the college admissions process and answer questions. Furthermore, this individual must have a strong student/customer focus. Depending on the professional experience of the candidate, the director will be responsible for leading a team of counselors focused on select strategic priorities of the university.

The primary responsibilities are, but are not limited to:

- Work closely with the Dean of Undergraduate Admission, Director of Undergraduate Admission, and the Office of Financial Aid to develop and lead the implementation of a strategic recruitment plan and yield activities to enhance enrollment of prospective students
- Partner closely with the enrollment management events team on on-campus and virtual recruitment efforts and events to achieve enrollment goals and initiatives.
- Partner closely with the enrollment management information systems operations team to leverage data to make informed decisions on strategies for recruitment, admission, and yielding of prospective students and to enhance and streamline admissions processes
- Manage a team of admissions staff aligned to specific strategic priorities for the university. The alignment of the strategic priorities will be determined based on the experience background of the individual in this position.
- Oversee a recruitment territory, including attending in-person and virtual high school visits, college fairs, and associated on-campus or off-campus recruitment events.
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Interview applicants on campus and virtually.

- Evaluate applicants' suitability for admission to Stevens.
- Participate in weekend recruitment events, admitted student events, and interview dates as appropriate.
- 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.
- Manage the budget for assigned team and recruitment strategic priority.
- Serve as back-up as needed for the Director of Undergraduate Admission.
- Performs other duties as assigned.

Required qualifications:

- Bachelor's degree; master's degree a plus
- Minimum 4-6 years of undergraduate admissions and recruitment experience or similar demonstrated background and industry knowledge
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Previous supervisory and team management experience a plus

- Strong interpersonal skills, demonstrated cultural sensitivity, and experience working with diverse and multicultural constituents
- Prioritizes the student experience and provides exceptional customer service.
- Ability to work independently and within a team structure
- Organizational skills with a strong emphasis on attention to detail
- Ability to oversee multiple responsibilities simultaneously while meeting individual territory, and department goals
- Strong written communication and public speaking skills
- Strategic planning skills with a proven track record and initiatives utilized to grow enrollments
- Flexibility to work evenings and weekends, and as necessary to assist with on-campus/virtual events as well as recruiting duties off campus
- Must have a valid driver's license

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Preferred Qualifications:

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

Department

Undergraduate Admissions

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.

Still Have Questions?

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



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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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