

Director of Undergraduate Admissions  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=219394>

Downloaded On: Jul. 3, 2024 2:23am

Posted Aug. 10, 2023, set to expire Jul. 12, 2024

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

**Date Posted** Aug. 10, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Admissions/Financial Aid

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-Undergraduate-Admissions\\_RQ27132](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-Undergraduate-Admissions_RQ27132)

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**Job Description**

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The Director of Undergraduate Admissions will be 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. This person will leverage data to make informed recruitment and application evaluation strategies. The director will report to and serve as back-up and as an advisor to the Dean of Undergraduate Admission.

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. A vital aspect of the role is the planning and oversight of an enrollment communications strategy collaborating with the dean, enrollment management leadership, university partners, and marketing experts on content strategy while managing associated workflows to design, develop and deploy robust and rich digital campaigns. This highly visible and critical role will regularly interact with leadership and strategic partners. 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 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 recruitment territory, including attending in-person and virtual high school visits, college fairs, and associated on-campus or off-campus recruitment events.
- Interview applicants on campus and virtually.
- Evaluate applicants' suitability for admission to Stevens and together with the Dean of Undergraduate Admission, finalize decisions.
- Participate in weekend recruitment events, admitted student events, and interview dates as

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appropriate.

- Manage the budget for assigned team and recruitment strategic priority.
- 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.
- Serve as back-up and advisor to the Dean of Undergraduate Admission.
- Assist the dean in managing day-to-day operations of the office, which includes a larger team that may not all directly report into this position.
- Performs other duties as assigned.

### **Required qualifications:**

- Bachelor's degree; master's degree a plus
- Minimum 6-8 years of undergraduate admissions and recruitment experience or similar demonstrated background and industry knowledge
- Minimum of 3 years of supervisory and team management experience
- 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

### **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



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**Department**

Undergraduate Admissions Recruitment

**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](mailto: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

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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**