

Associate Director of Professional Advancement
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=236738>

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Posted May 29, 2024, set to expire Sep. 28, 2024

Job Title Associate Director of Professional Advancement

Department School of Business

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted May 29, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs

Human Resources

Academic Advising

Administration - Academic Unit

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Associate-Director-of-Professional-Advancement_RQ28019

Apply By Email

Job Description

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The Associate Director of Professional Advancement will manage corporate outreach and student placement activities within the School of Business as it relates to the graduate and undergraduate enterprise. The Associate Director will report to the Director of Corporate Outreach and Professional Advancement.

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Key Job Responsibilities and Duties:

- Develop activities that will improve the Stevens School of Business' reputation among employers.
- Expand existing partnerships and identify/establish new relationships with industry as it relates to internship and full-time placement.
- Plan and implement events that will attract companies and alumni on campus to advance the mission of the School of Business.
- Coordinate with the program directors and program coordinators on strategic initiatives that improve the reputation and placement of current graduate students
- Collect and communicate information on opportunities for internships and full-time placement.
- Track graduate student placement outcomes and manage the annual placement reporting timelines for the various ranking organizations (USNWR, QuantNet, and others).
- Centralize and enhance regular communication to students related to career planning resources and timelines in partnership with Career Center, Graduate Student Affairs and Graduate Academics, and student organizations.
- Closely coordinate communication with deans and program directors to ensure that the career placement services are meeting the needs and desires of the School and of the programs.
- Partner with relevant student organizations (e.g., Stevens Women in Business (SWIB), Stevens Student Managed Investment Fund (SMIF) on career-related programming
- Teach the BT 290 Business Career Seminar course for undergraduate first-year students and ensure content is updated and sections are covered.
- Provide coaching and networking resources to assist students with the career development process, in particular to graduate students.
- Develop and maintain marketing materials for employers that are educational and program specific. The materials should include information about hiring international students, opportunities for employers to engage with students, and a resume book of students
- Gather, review and report student internship and full-time placement data, in partnership with

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other divisions in the university.

- Present at key student orientation events, student townhalls and updates to the various Board of Advisors within the Business School.
- Serve as a key liaison to help departments within Stevens (e.g., Career Center, Institutional Research and Effectiveness, International Student & Scholar Services) with respect to School of Business student internships and full-time placement.
- Perform personnel functions (e.g. interviewing, evaluating, supervising, delegating, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving priorities within budget.

Job Qualifications:

- A bachelors degree, Master's degree preferred
- Minimum of 5-10 years experience in corporate relations or higher education with relevant experience in human resources, career counseling/advisement, corporate outreach, or students affairs.

Knowledge, Skills and Abilities:

- Must be able to maintain positive relationships with faculty and administrative staff within the School of Business and the University.
- Must be highly motivated team member.
- Ability to navigate complex environments.
- Demonstrate direct experience working successfully with diverse populations.
- Be an exceptional communicator.
- Ability to articulate a vision to diverse constituencies.

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- Demonstrate a passion for making a difference in the lives of college students.

Working Conditions:

- Hybrid work environment with 4 days a week in the office.
- Occasionally needs to move between academic buildings on campus.
- Some travel is required.

Department

School of Business

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,

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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 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.

Contact Information

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

Contact