

Director of International Admissions  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=241980>

Downloaded On: Sep. 13, 2024 5:06pm

Posted Jul. 24, 2024, set to expire Jul. 12, 2025

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

**Date Posted** Jul. 24, 2024

**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-International-Admissions\\_RQ28270](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-International-Admissions_RQ28270)

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**Job Description**

The Office of Undergraduate Admissions within the Division of Enrollment Management at Stevens Institute of Technology is seeking a creative and experienced professional to serve as the Director of International Admissions. Reporting directly to the Dean of Undergraduate Admissions, the Director of International Admissions will lead all aspects of recruitment, processing, admitting and enrolling of both first-year and transfer international students. The Director of International Admissions will be responsible for the development and management of partnerships, practices and services that will enhance the recruitment and yield of international students.

**Key Responsibilities:**

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Develop and execute comprehensive strategies to recruit high-achieving international students that align with the university's enrollment goals and strategic plan.

- Employ data-driven strategies to identify new international recruitment markets while increasing awareness and reach in existing markets. Recruitment strategies may include in-market recruitment, leveraging systems and technologies, and utilizing current trends and best practices in international student recruitment.
- Identify, cultivate and manage strategic partnerships with key constituents such as, but not limited to, educational institutions, agencies, EducationUSA centers, ESL programs, and consular and embassy officials in strategically identified global markets.
- Oversee the international admissions process from application review to enrollment, ensuring efficiency, fairness, and compliance with university policies and international regulations.
- Demonstrate knowledge and understanding of foreign educational credential systems with the ability to advise on authenticity of credentials, including secondary and post-secondary documents.
- Hire, train, and manage a team of admissions professionals responsible for international recruitment, admissions processing, and support services for international applicants.
- Collaborate with internal stakeholders including academic departments, international student services, and marketing teams to ensure alignment of international admissions efforts with university goals. Communicate effectively with prospective students, families, and external partners to promote Stevens Institute of Technology and provide accurate information about admissions processes and requirements
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Represent the University at various recruitment and yield events.

- Utilize data analytics and reporting tools to track and evaluate the effectiveness of international recruitment strategies and make data-driven recommendations for continuous improvement.
- Stay abreast of changes in international education policies, regulations, and best practices. Provide training and professional development opportunities for admissions staff on international admissions policies, procedures, and cultural competency.

**Qualifications:**

- Master's degree in Higher Education Administration, International Education, or related field required.
- Minimum of 7 years of experience in international admissions or related field in a higher education setting, with progressive leadership responsibilities.
- Knowledge of best practices in international student recruitment, including SEVIS regulations and issues related to visa processing.
- Previous personnel management experience, with a proven track record of developing staff, fostering a collaborative work environment, and achieving departmental goals through effective personnel management strategies.
- Ability and demonstrated track-record of domestic and international recruitment travel.
- Strong understanding of international education systems, cultural nuances, and visa regulations.
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Excellent leadership, interpersonal, and cross-cultural communication skills.

- Ability to collaborate effectively with diverse stakeholders and work in a fast-paced, dynamic environment.
- Experience with CRM systems, data analysis, and reporting tools.
- Flexibility to work evening, weekend and non-traditional hours.
- Commitment to diversity, equity, and inclusion in all aspects of international admissions and enrollment management.

**Preferred Qualifications:**

- Familiarity with Technolutions Slate CRM
- Fluency in a second language.
- Demonstrated success in developing and implementing international recruitment strategies and achieving enrollment targets in China and India.
- Experience evaluating international transcripts with an in-depth knowledge of various international education systems, credentials, grading scales and accreditation standards.
- Experience establishing and maintaining strong working relationships with international recruitment agencies

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**Department**

Undergraduate Admissions Recruitment

**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](mailto:Jobs@Stevens.edu).

**Contact Information**

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

**Contact**