

**Operations Manager**  
**Stevens Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=242200>

Downloaded On: Nov. 23, 2024 4:13pm

Posted Jul. 26, 2024, set to expire Jul. 12, 2025

**Job Title** Operations Manager

**Department** Stevens Career Center

**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Jul. 26, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Public Relations/Marketing  
Business & Administration

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Operations-Manager--Stevens-Career-Center\\_RQ28195](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Operations-Manager--Stevens-Career-Center_RQ28195)

**Apply By Email**

**Job Description**

**Administrative Support**

- Ensure the operational efficiency of the Career Center with a focus on excellence and customer service. Ensure all equipment is operational, and the student waiting area and employer interview offices are well maintained.
- Develop and maintain relationships with external vendors, university events, catering, and physical plant to organize set-up for department meetings and events.
- Answer the Career Center main phone line and provide basic information on Career Center services. Take complete and accurate messages and forward messages to the appropriate staff.
- Manage the main career

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- Assist the Executive Director and Director of Employer Relations & Career Center Operations with scheduling meetings, managing calendars, coordinating travel arrangements, processing invoices and credit card expenses, and creating various reports.
- Process financial edocs in Quali, such as budget transfers, disbursements vouchers, and general error corrections. Process and reconcile all purchases and invoices through Concur.
- Hire, train, and supervise up to 10 Student Assistants. Ensure Student Assistants have a solid understanding on appropriate front desk operations including check-in of students for career advising appointments, assignment of interview rooms, Career Center safety, and employer check-in for events, phone etiquette, and career center operations
- Assign various projects to Student Assistants, track project progress and completion. Provide developmental feedback to Student Assistants as needed.
- Ensure Student Assistants complete all required career development workshops. Track and monitor progress and completion.
- Manage the career center main email and appropriately respond to all inquiries in a professional and timely manner.
- Escalate urgent emails and student/visitor inquiries to the Executive Director, Director, or one of the Assistant Directors. Ensure all urgent matters are addressed in a timely manner.
- Monitor and order office supplies. Order laptops, name badges, business cards, and other equipment for new staff.
- Update the Career Center webpages as needed.
- Provide administrative support to Career Center staff as needed.

### **Event Management**

- Oversee the execution of all Career Center events in collaboration with the assigned event lead, including reserving space, preparing budgets, creating layouts, assigning roles, ordering food and supplies, requesting marketing, etc.
- Update and maintain the Career Center's Master Event Calendar using Smartsheet and ensure all events are accurately entered into Handshake. Provide weekly updates on the status of events during department staff meetings.
- Collaborate with University Events to ensure all aspects of event planning and event execution are in place.
- Ensure weekly Quality Control and the Event Management meetings take place.
- Coordinate the Spring and Fall Planning Retreats, reserve rooms, order food, and ensure all technology is available.
- Manage the Campus Partnership Request and Interview Room Reservation Processes.
- Review all event budgets submitted by staff for completeness. Ensure event budgets are reviewed and approved by the Executive Director.

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### Required Qualifications

- Associates degree required. Bachelors degree preferred.
- At least five years experience working as an administrative assistant office manager, or office operations role.
- Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry parcels, packages, and other items (25 lbs.), to walk short distances to various buildings across campus, and drive a vehicle to deliver and pick up materials.
- Must be able to set-up and take down signage/posters located at various buildings throughout campus.

### Knowledge and Skills

- Must enjoy working with a college student population.
- Possess excellent organizational, time management, interpersonal, and communication skills (oral and written) with specific emphasis on strong written communication skills.
- Demonstrate an ability to always maintain good customer service, using discretion when handling confidential information.
- Demonstrate thoroughness, attention to detail, and accuracy when accomplishing tasks.
- Possess an understanding of computer applications: proficiency in Word, Outlook, Excel, PowerPoint, and Smartsheet. Also Concur, Workday, or Quali.
- Demonstrate an openness to learning new technology and using technology effectively.
- Ability to prioritize tasks and meet deadlines.
- Self-starter with an ability to adapt to change and handle multiple tasks simultaneously.
- Perform other duties as assigned and willingly work evenings or weekends as needed.

### Department

Stevens Career Center

### General Submission Guidelines:

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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).

### 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 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.

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**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**