Assistant Director of Graduate Student Life
Stevens Institute of Technology

Job Title	Assistant Director of Graduate Student Life
Department	Graduate Student Life
Institution	Stevens Institute of Technology
	Hoboken, New Jersey
Date Posted	Sep. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Residential Life
	Graduate Education
Job Website	https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Graduate-Student-Life_RQ28513
Apply By Email	
Job Description	

Position Summary: The Assistant Director of Graduate Student Life will be responsible for creating, planning, and executing new student programming with a focus on professional & leadership development. The position's primary focus is maintaining operations for graduate students such as Arrival Services program which includes data management and working with Graduate Admissions and relevant partners. The Assistant Director will also support the master's Student Peer Mentor Program and assist with daily departmental operations and Division goals.

Essential Job Functions:

- Develop and implement weekly programming for new students (each semester) that focuses on professional and leadership development for new students

- Manage Arrival Services (August and January) Temporary Housing and Airport Pick-up

- Coordinate and oversee the master's Student Peer Mentor Program in collaboration with Assistant Dean and/or designee

- Collaborate with other departments and organizations to plan and implement initiatives that support student advancement, engagement and belonging

- Provide support to graduate students in navigating campus resources and connecting with academic and professional opportunities

- Remain current on best practices and trends in student affairs (graduate & professional students) and incorporate them into programming and operations

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Managing office social media accounts

- Serve as co-advisor for Graduate Student Council

Qualifications:

- Bachelor's degree required, master's degree preferred in higher education, student affairs, counseling, or related field

- 3-5 years of experience in student affairs, with experience in graduate student programming

- Strong organizational skills and attention to detail

- Excellent communication and interpersonal skills, with the ability to work collaboratively with a diverse group of stakeholders

- Demonstrated ability to design, implement, and assess student programs and services

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- Commitment to diversity, equity, and inclusion, and experience working with diverse student populations

- Knowledge of social media engagement welcomed

This position may require some nights weekend work. The position offers one late day (11am-7pm) and one scheduled remote workday per week with the Director's approval.

To apply, please submit a cover letter, resume, and three professional references.

Department

Graduate Student Life

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.

Contact Information

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

Contact

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