

**Manager for Online Student Affairs and Operations
Stevens Institute of Technology**

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Posted Oct. 31, 2024, set to expire Jul. 12, 2025

Job Title Manager for Online Student Affairs and Operations
Department College of Professional Education
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Oct. 31, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Student Affairs

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Manager-for-Online-Student-Affairs-and-Operations_RQ28686

Apply By Email

Job Description

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We are seeking an experienced professional for a temporary Manager position to support student affairs for our online programs and manage various operational tasks. This role is ideal for a skilled professional with significant experience in higher education, particularly in student support and online program management.

Key Responsibilities

Student Affairs and Support Management (Primary Focus)

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- Manage student support services for online programs, including coordinating academic advising and resource allocation
- Implement strategies to enhance online student engagement, satisfaction, and retention
- Review and interpret student feedback and performance data to recommend improvements in online programs and services
- Ensure the implementation of best practices for supporting non-traditional and online learners

Operational Management

- Manage contract review processes related to online education initiatives
- Oversee the preparation of project reports for various online education initiatives
- Provide insights and recommendations based on experience in the field
- Assist in the development and implementation of new online programs and initiatives

General Management

- Coordinate various ad-hoc tasks and projects as needed
- Provide guidance to team members
- Contribute to discussions related to online education strategy

Qualifications

- Significant experience in higher education (6+ years), with a focus on student support and online program operations
- Strong knowledge of best practices in online education and supporting non-traditional students
- Proven ability in project management and team coordination
- Experience in higher education operations, including contract management and project reporting
- Excellent communication and interpersonal skills
- Ability to work flexibly in a temporary capacity

Department

College of Professional Education

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



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the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

Contact Information

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

Contact

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