

Associate Director, Stevens Transfer Student Success
Initiative (STSSI)
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=250480>

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Posted Dec. 16, 2024, set to expire Jul. 12, 2025

Job Title Associate Director, Stevens Transfer Student Success
Initiative (STSSI)

Department Division of Enrollment Management

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Dec. 16, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Associate-Director--Stevens-Transfer-Student-Success-Initiative--STSSI-_RQ28795-1

Apply By Email

Job Description

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The Associate Director for the Stevens Transfer Student Success Initiative (STSSI) is a two- year grant funded position, through September 2026, that will report to the Vice President for Enrollment Management but will work collaboratively with the Divisions of Academic and Student Affairs on the implementation of the grant's goals.

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The primary responsibilities are, but not limited to the following:

- Lead the Stevens Transfer Student Success Initiative as a part of the university's American Talent Initiative's IDEAS fund grant award
- Promote student success and advising for community college students who are considering transferring to Stevens for a four-year degree program
- Collaborate with the Offices of Undergraduate Admissions, Financial Aid, Student Life, Residential Education, Residential and Dining Services, Career Center, CAPS, Student Health Services, Disability Services, Student Culture and Belonging, Undergraduate Academics, and the Office for Student Success in each school or department to provide support and information and enhance student retention and graduation for this group of students
- Develop and implement ongoing programming and support services targeted for transfer students from community college through to Stevens graduation, which include, but are not limited to the following:
 - Engage families and students during their time at the community college,
 - Advise on community college course planning to help increase transferability of credits to Stevens,
 - Assist with admitted student events and with the planning and implementation of transfer student programming for Pre-Orientation and New Student Orientation,
 - Assist with academic advising and study plan development while they are enrolled at Stevens to ensure on time graduation, and
 - Proactively work to build a community and sense of belonging for this group of students at Stevens.
- Conduct interviews and informational sessions with prospective transfer students to provide guidance on the transfer process, academic programs, and campus life at Stevens
- Work collaboratively with the enrollment management team to meet transfer enrollment goals through targeted outreach, effective yield strategies, and student engagement initiatives
- Build and maintain strong relationships with community colleges, transfer counselors, and other key stakeholders to promote the transfer student experience at Stevens
- Coordinate with Stevens professors who may design specific courses for transfer students
- Partner with university leadership on the development of articulation agreements and pathways programs with two-three New Jersey community colleges in the next two years
- Serve as one of Stevens' lead contacts with New Jersey Transfer and lead the process for Stevens to join New Jersey Transfer
- In collaboration with the Office of Undergraduate Academics, monitor and track retention and graduation data of community college students

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- Stay abreast of trends and best practices in transfer student processes, including policies, regulations, and technology advancements, and implement innovative strategies to enhance the student experience
- In collaboration with Student Affairs and Academic Affairs, develop and deliver a series of workshops on non-curricular topics of importance to the for the transfer student population including study skills, time management, financial literacy, financial aid, and employment opportunities in addition to organizing social and networking events
- Work with Enrollment Management to improve website messaging, communications, and transparency on the transfer process
- Lead the development of the regular grant reports and develop template and key performance indicators to report on grant progress
- Perform other duties as assigned

Qualifications:

- Bachelor's degree required; master's degree preferred
- Minimum of 3 years of experience in higher education, with a focus on working with and advising transfer students, and working with community colleges
- Knowledge of higher education trends and best practices related to transfer student recruitment, enrollment, advising, and student engagement
- Excellent interpersonal and communication skills, with the ability to effectively interact with diverse populations, including prospective students, parents, transfer counselors, and faculty members
- Understanding of challenges faced by first-generation and Pell-eligible college students
- Demonstrated strong leadership and mentorship skills
- Demonstrated strong teamwork skills and effectiveness in collaborating with many departments at a university
- An ability to maintain confidentiality
- Strong organizational skills with exceptional attention to detail and ability to manage multiple priorities and deadlines
- Proficiency in using admissions management systems, student information systems, and other technology tools, and to leverage data to recommendations and decisions
- Passion for higher education and a genuine interest in helping transfer students navigate the admissions and four-year college success process

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Department

Division of Enrollment Management

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, 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.

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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

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