

Stevens Pre-College Programs Summer Residential Hall
Director 2025
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=252333>

Downloaded On: Jan. 30, 2025 1:40pm

Posted Jan. 28, 2025, set to expire Jul. 12, 2025

Job Title Stevens Pre-College Programs Summer Residential Hall
Director 2025

Department Office of Summer Pre-College Program

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Jan. 28, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Residential Life

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Stevens-Pre-College-Programs-Summer-Residential-Hall-Director-2025_RQ28839

Apply By Email

Job Description

Job Duties & Responsibilities

- Managing evening and overnight supervision of student staff and participants.
- HD positions are live-in positions in co-educational residential communities.
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Approximately ~50 hours per week.

- Availability to work evenings and weekends
- This is a seasonal position from June 16th - August 1st

Accommodations

- You will be assigned to a residence hall on Stevens campus
- Access to community bathrooms or private bathrooms
- Access to a community kitchen and refrigerator
- You will have one (1) vacation day for the summer that you may use Monday-Friday
- \$120 duck bills a week (to be used on meals or the bookstore)
- Breakfast and Lunch Mean plan during the week (when students are on campus)
- Compensation : \$8,500 paid out bi-weekly

Requirements

- Bachelor's degree
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1-2+ years of experience within Pre-College, Residence Life, Higher Education, or related field

- Availability to work evenings and weekends
- Must live on campus for the duration of employment
- Must not have any additional jobs or classes during the length of employment
- Will participate in an on call duty rotation with two fellow HD's
- Approximately ~50 hours per week.

Summer Schedule

- June 16- June 20 (HD Training)
- June 23 - July 3 (Student Staff Training)
- July 6 - August 1 (Summer Programs running)

Essential Functions

- Become knowledgeable of our summer programs and assist with answering phone calls, and inquiries while in the office
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Uphold the highest level of customer service when working with participants, families, staff, and faculty

- Maintain excellent communication between all pre-college staff, and be able to communicate effectively to student staff members
- Supervise all Student Staff Members
- Ability to relate effectively with students
- Managing evening and overnight supervision of participants
- On-call duty management
- Staff supervision and training, individual and group advisement
- Development of campus activities & Social Programming
- Facilitating the check in/check out process, and facility management.
- Evaluate Student Staff Wall Decs/ Door Decs/ Schedule
- On Call - Rotating between HD staff each week
- Manage summer roommate pairing
- Schedule and coordinate with students arriving at the program via plane.
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Act as the main point of contact for student staff in cases of emergency

- Attend Weekly meetings with fellow Hall Directors, Pro-Staff and all-staff
- Supervise and chaperone off-campus trips and activities
- Help with pick-up and logistics for DC partner students
- Attend weekly Hudson Dinner Cruises and weekend activities
- Work with student staff to plan engaging evening campus events for all program participants
- Be an essential part of training for all student staff
- Other duties as assigned
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Department

Office of Summer Pre-College Program

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?



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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