

Assistant Director for First Generation and Limited Income  
Students  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=252843>

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Posted Feb. 7, 2025, set to expire Jul. 12, 2025

**Job Title** Assistant Director for First Generation and Limited Income  
Students

**Department** Office of Undergraduate Academics

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

**Date Posted** Feb. 7, 2025

**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/Assistant-Director-for-First-Generation-and-Limited-Income-students--Office-of-Undergraduate-Academics\\_RQ28896](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-for-First-Generation-and-Limited-Income-students--Office-of-Undergraduate-Academics_RQ28896)

**Apply By Email**

**Job Description**

**Assistant Director for First Generation and Limited Income students, Office of Undergraduate Academics**

Stevens Institute of Technology seeks candidates for the position of Assistant Director for First Generation and Limited Income students in the Office of Undergraduate Academics, reporting to the Assistant Dean for Student Retention and Success. The Assistant Director is a vital member of the Office of Undergraduate Academics (OUA), which focuses on propelling Stevens to new heights as a prominent student-centric research University. The Assistant Director will be responsible for the



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development and delivery of specialized academic advising and support programs for the success of First-Generation and Pell-eligible students at Stevens.

## RESPONSIBILITIES AND DUTIES

Responsibilities and duties include, but are not limited to:

### Educational Program Management

- Plans and oversees all logistics involved with Pre-orientation events and programs.
- Serves as academics' point of contact for students and families starting at the time of acceptance. Engages families and students during Accepted Students Weekend, Orientation Weekend, and throughout their time at Stevens.
- Advises, counsels, and supports the over 500 students that are part of these special population groups (First Generation, Limited Income) through their years at Stevens. Provides first-semester registration support.
- Aligns appropriate resources in distress situations (e.g., Office of Undergraduate Academics, Student Life, CARE, Counseling and Psychological Services, Financial Aid, STEP, and Residence Life).

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- Develops and delivers a series of workshops on non-curricular topics of importance to these student populations. These topics include study skills, time management, financial literacy, financial aid, and employment opportunities. Schedules sessions, recruits, and guides instructors as needed.
- Manages student scheduling and registration for all workshops. Manages workshop series related communications (e.g., web shells, social media) to inform and engage students.
- Conducts program assessment. Designs administer and analyze surveys. Develops improvement recommendations.
- Works with Development to secure support for students in pursuit of Research opportunities and Study Abroad opportunities.
- Handles social media accounts to advertise events, workshops, and programs.
- Collaborates with other student service departments in support of programs, services, and processes for undergraduate student participation.

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- Collaborates with other student service departments on orientation, advising, registration, and support programs, services, and processes for undergraduate students.
- Supports the OUA Deans in various initiatives of the office, including those related directly to retention and student success (particularly as measured by the 6-year graduation rate).
- Advises a caseload of students on the Academic Support Program (ASP).
- Assists OUA colleagues with transfer credits, advising needs, and other academic support.

## QUALIFICATIONS

A successful candidate will meet the following requirements:

- Minimum bachelor's degree and preferred a master's degree.
- A passion for providing access to students who have historically had trouble accessing higher education.

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- A minimum of 5 years of related advising and program management experience.
- Experienced in developing programs and planning events focused on student engagement and mentorship.
- Strong analytical and problem-solving skills, and communication skills (written and verbal).
- Demonstrated strong leadership and mentorship skills.
- Experienced in teaching and leading workshops.
- Demonstrated strong teamwork skills.
- An ability to maintain confidentiality.

**Department**

Undergraduate Student Success



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**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](mailto:Jobs@Stevens.edu).

**Contact Information**

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

**Contact**