

Assistant Director of Transfer Admissions  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=253055>

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Posted Feb. 13, 2025, set to expire Jul. 12, 2025

**Job Title** Assistant Director of Transfer Admissions  
**Department** Undergraduate Admissions  
**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Feb. 13, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Admissions/Financial Aid

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Transfer-Admissions\\_RQ28937](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Transfer-Admissions_RQ28937)

**Apply By Email**

**Job Description**

**Assistant Director of Transfer Admissions**

Reporting to the Director of International and Transfer Admissions, the Assistant Director of Transfer Admissions will play a key role in attracting and enrolling a diverse and talented pool of undergraduate transfer students who align with the university's mission and academic excellence. The Assistant Director of Transfer Admissions will be responsible for overseeing the transfer student admissions process, developing and implementing recruitment strategies, evaluating transfer applications, and providing exceptional support and guidance to prospective transfer students throughout the admissions cycle. This position requires travel to community colleges and other forums to inform prospective students of transfer admission standards and policies, the programs of the university, and campus life. The Assistant Director of Transfer Admissions works closely with various internal and external

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stakeholders to meet enrollment goals and promote Stevens Institute of Technology as a destination for transfer students

**The primary responsibilities are, but are not limited to:?**

- Work with the Director to develop and execute recruiting strategies and initiatives for the transfer student population. This includes identifying key markets, establishing relationships with community colleges and other transfer partners, and representing Stevens Institute of Technology at transfer fairs and events.?
- Evaluate transfer applications in a holistic manner, considering academic records, transfer credit evaluations, personal statements, and other relevant materials to make informed admissions decisions.?
- Conduct interviews and information sessions with prospective transfer students to provide guidance on the transfer process, academic programs, and campus life at Stevens Institute of Technology.?
- Collaborate with the Office of Undergraduate Academics and other academic departments to assess transfer credit equivalencies, assist with credit evaluations, and facilitate the seamless transfer of admitted students into their respective programs.?
- Work collaboratively with the enrollment management team to meet transfer enrollment goals through targeted outreach, effective yield strategies, and student engagement initiatives.?

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- Build and maintain strong relationships with community colleges, transfer counselors, and other key stakeholders to promote the transfer student experience at Stevens Institute of Technology.?
- Stay abreast of trends and best practices in transfer admissions, including policies, regulations, and technology advancements, and implement innovative strategies to enhance the transfer admissions process.?
- Provide guidance and mentorship to admissions staff, including training, goal-setting, and performance evaluations.?
- Maintain compliance and adherence to all regulations and policies for recruitment, admissions, and financial aid within higher education and ensuring the staff is appropriately trained and all processes, procedures, and policies are adhered to.?
- Perform other duties as assigned

**Qualifications:?**

- Bachelor's degree required; Master's degree preferred
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Minimum of 3 years of experience in higher education admissions, with a focus on transfer admissions preferred.?

- Strong knowledge of higher education trends and best practices related to transfer student recruitment, admissions, and enrollment.?
- Excellent interpersonal and communication skills, with the ability to effectively interact with diverse populations, including prospective students, parents, transfer counselors, and faculty members.?
- Highly organized with exceptional attention to detail and ability to manage multiple priorities and deadlines.?
- Proficiency in using admissions management systems (Slate) and technology tools.?
- Flexibility to work evenings and weekends, as necessary, to fulfill the responsibilities of the position, assist with on-campus events as well as recruiting duties off campus or virtually?
- Passion for higher education and a genuine interest in helping transfer students navigate the admissions process.?

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- Strong written communication and public speaking skills.
- Ability to drive and travel domestically and internationally

**Department**

Undergraduate Admissions Recruitment

**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.

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**Contact**

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