

Associate Director of Graduate Academics & Student
Success
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=256939>

Downloaded On: Aug. 22, 2025 3:48am

Posted May 13, 2025, set to expire Sep. 12, 2025

Job Title Associate Director of Graduate Academics & Student
Success

Department Office of Graduate Education

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted May 13, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs
Graduate Education
Academic Advising

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Associate-Director-of-Graduate-Academics---Student-Success_RQ29039

Apply By Email

Job Description

About

Graduate Academics & Student Success is responsible for a wide range of activities, including advising students on course selection; monitoring students' academic progress; advocating for students' academic interests; and developing and implementing student success programming. Graduate Academics & Student Success also monitors the quality, effectiveness, relevance and capacity of graduate degree and certificate programs; develops and upholds graduate academic policies; ensures

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the effective execution of academic business processes; and ensures the maintenance of accurate academic records. The work of Graduate Academics & Student Success is guided by the Master's Student Advisory Board, the Doctoral Student Advisory Board, and the Graduate Faculty Advisory Board. Graduate Academics & Student Success also coordinates the activities of the Graduate Curriculum Committee.

Primary Responsibilities

- **Unit Leadership:** Provide leadership, coaching, mentoring, and management to professional and graduate student staff within Graduate Academics & Student Success. This includes conducting regular meetings with staff one-on-one and in small groups; providing feedback on team members' performance continuously throughout the course of regular work; and creating opportunities for team members to learn, grow, and develop.
- **Strategic Direction:** Provide input and guidance on matters relating to graduate students' academic experiences to colleagues across campus. This requires being aware of current trends in higher education and understanding how students are experiencing the university's academic policies, processes, and procedures.
- **Retention Efforts:** Lead graduate student retention efforts, with assistance from the Assistant Director and Coordinator. This includes ensuring the execution of monthly check-ins and appropriate follow-up; maintaining probation and watch lists; conducting exit interviews with graduating students; and contributing to attendance verification efforts.
- **Academic Advising:** Advise doctoral, master's, and graduate certificate students on academic matters one-on-one and in small groups, in person, by phone, via email, and through video

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conferencing.

- **Monitoring Academic Progress:** Engage in activities that contribute to the timely and accurate monitoring of graduate students' academic progress. This includes running reports; contacting students and faculty advisors; and reviewing documentation for program completion, degree conferral, census, and more.
- **Student Success Programming:** Work with Coordinator to develop, implement, and assess programs, services, and resources focused on graduate students' academic success. This includes academic support and student success workshops, the graduate student tutoring program, and graduate student peer mentoring programs.
- **Workday Student:** Contribute to the daily management of the Graduate Academics Workday Inbox, which includes reviewing and taking action on a wide range of student requests and academic business processes. You will also assist with the maintenance of degree and program requirements and advisor assignments.
- **Career Development:** Work collaboratively with the Career Center to ensure graduate students' career needs are being met. Oversee the development, execution, and assessment of career development programs, services, and resources for graduate students. Track graduate student career outcomes using 12Twenty.
- **Graduate Co-Op:** With assistance from the Assistant Director, manage the Graduate Co-Op program. This includes promoting the program to students, faculty, and employers; working with faculty to identify placement opportunities; working with International Student & Scholar Services

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(ISSS) to ensure relevant regulations are being met; and conducting regular check-ins with participating students.

- **Graduate Curriculum Committee:** Provide logistical support for Graduate Curriculum Committee meetings, including preparing the agenda, gathering proposal materials, maintaining the GCC intranet site, and following up on action items.
- **Annual Events:** Contribute to and participate in annual events including New Master's Student Orientation, New Doctoral Student Orientation, the Graduate Research Conference, and the Graduate Awards Ceremony.
- **AMP:** Serve as an expert on Stevens' Accelerated Masters Program (AMP), acting as a backup to the Assistant Director when needed.
- **Graduate Program Reviews:** Oversee the timely and efficient review of graduate programs.

Required Qualifications:

- Bachelor's degree required; Master's degree preferred.
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5+ years of experience working with graduate students in a university setting.

- Understanding of typical academic and student affairs policies, procedures, practices, and programs.
- Proven ability to lead both people and projects, including seeing complex initiatives to completion.
- Capable of managing multiple projects/efforts/initiatives at the same time.
- Must possess outstanding verbal and written communication skills and ability to interact confidently and competently with faculty, staff, students, and administrators.
- Must be an intrinsically-motivated self-starter who is capable of operating independently.

Department

Office of Graduate Education

General Submission Guidelines:

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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.

Contact Information

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

Contact

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