

Assistant Director, Graduate Student Career Development  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=258163>

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Posted Jun. 11, 2025, set to expire Oct. 11, 2025

**Job Title** Assistant Director, Graduate Student Career Development  
**Department** Career Development and Cooperative Education  
**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Jun. 11, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Graduate Education  
Student Affairs

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director--Graduate-Student-Career-Development\\_RQ29021](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director--Graduate-Student-Career-Development_RQ29021)

**Apply By Email**

**Job Description**

### Job Description

Reporting to the Associate Director of Graduate Student Career Development, the Assistant Director actively supports a centralized Career Center and is responsible for the career development and coaching of graduate, international, and part-time students.

### Responsibilities:

- Provide international and part-time graduate students with one-on-one career coaching, resume and CV reviews, and targeted job searches

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- Design, develop, and facilitate workshop presentations that train students all aspects of the career development process, including resume and CV writing, job search strategies, business communication, interviewing, and networking
- Collaborate with the employer relations team and facilitate employer connections for internship and full-time employment of international graduate students
- Work with the Recruiting Analyst to collect and record data on student engagement and employment outcomes
- Gain expert knowledge in career development tools and resources such as Handshake, Big Interview, Resume AI, Interstride, CareerShift, and various other career development technology
- Plan, organize, and lead various career related activities such as drop-in hours, hands-on working groups, virtual career development events
- Attend and support employer recruiting events and help to strengthen relationships with employers and alumni to develop employment opportunities
- Conduct outreach to students and recent alumni to support career outcomes data gathering efforts
- Represent the Career Center at various on-campus and off-campus events as assigned
- Always maintain a professional level of conduct and attire.
- Occasionally work evenings and weekends to support Career Center, Admissions, New Student Orientation, and other events
- Perform other duties as assigned

### Required Qualifications

- Bachelors degree required. Masters degree preferred
- At least 4 years of work experience, preferably in career advising, human resources, recruiting, or other relevant experience
- Proven record of success demonstrated through goal achievement, continuous learning, and continuous improvement
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Teams, Zoom and a willingness to learn new technologies
- Ability to prioritize and meet deadlines
  
- Knowledge and experience using Handshake and/or other university career center platforms
- Work is primarily performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must be able to lift and carry parcels, packages, and other items (25 lbs.), walk short distances to various buildings across campus, and drive a vehicle if needed.



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**Contact Information**

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

**Contact**

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