

Associate Director of Pre-College Experience
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=261466>

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Posted Aug. 21, 2025, set to expire Jul. 25, 2026

Job Title Associate Director of Pre-College Experience
Department Undergraduate Admissions and Pre-College Programs
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Aug. 21, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Residential Life
Admissions/Financial Aid
Student Affairs

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Associate-Director-of-Pre-College-Experience_RQ29438-1

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Job Description

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The Associate Director of Pre-College Experience is responsible for leading the residential, operational, and support components of Stevens Institute of Technology's Pre-College Programs. This position focuses on creating a safe, inclusive, and engaging environment for high school participants through residential programming, staff supervision, and community-building initiatives. The Associate Director also serves as the primary point of contact for participants enrolled in virtual for-credit Pre-College courses, providing consistent communication and support throughout their experience. This role will be housed under the Office of Undergraduate Admissions and will work in close collaboration with admissions staff and campus partners to support the broader goals of enrollment management.

Key Responsibilities:

- Oversee the daily operations of the Pre-College residential experience with responsibility for housing, wellness, supervision, and safety during summer sessions
- Hire, train, and supervise undergraduate residential staff and graduate summer hall directors
- Develop and implement a structured residential curriculum including orientation, evening and weekend events, excursions, workshops, and closing activities
- Manage housing assignments, move-in and move-out processes, check-in systems, and accountability measures
- Serve as the lead conduct officer and point of contact for crisis response during summer sessions in collaboration with Campus Police, Residential & Dining Services, and other university offices
- Support participants enrolled in virtual for-credit Pre-College courses through onboarding, orientation, regular check-ins, and parent communication
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Work closely with the Undergraduate Admissions Office and other units within Enrollment Management to support recruitment, marketing and communications, and application launch for Pre-College Programs

- Liaise with academic departments to support program planning, faculty engagement, and coordination of academic content
- Collaborate with campus partners including to ensure effective operations and logistics for housing, dining, access, and safety
- Maintain records of conduct issues, incident response, and health-related matters and contribute to end-of-program assessments
- Promote a student-centered approach that fosters belonging, personal growth, and college readiness
- Serve as a member of the Undergraduate Admissions team and participate in admissions events as needed, including all-hands-on-deck activities and divisional initiatives.

Required Qualifications:

- Bachelor's degree required; Master's in Higher Education, Student Affairs, or related field preferred
- Minimum of 7 years of progressive experience in residence life, summer bridge, youth programs, orientation, or student support programs
- Proven track record managing student crises and supervising student staff
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Experience working with diverse high school student populations and a commitment to supporting diverse communities

- Strong organizational, communication, and interpersonal skills
- Availability to work evenings and weekends during the Pre-College summer program period
- Experience using technology and CRM systems such as Slate is a plus

Department

Undergraduate Admissions and Pre-College Programs

Contact Information

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

Contact

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