

Program Manager of Pre-College Experience Stevens Institute of Technology

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

Job Title Program Manager of Pre-College Experience
Department Office of Summer Pre-College Program
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 Director/Manager

Academic Field(s) Residential Life
Student Affairs

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Program-Manager-of-Pre-College-Experience_RQ29439-1

Apply By Email

Job Description

The Program Manager of Pre-College Experience plays a key role in supporting the successful delivery of Stevens' residential and virtual Pre-College offerings. Reporting to the Associate Director of Pre-College Experience, this position plays a critical role in executing program logistics, supporting participant services, and contributing to smooth operations across both in-person and virtual offerings.

The Program Manager collaborates closely with staff from the Division of Enrollment Management to ensure seamless coordination in the areas of scheduling, housing, communications, and participant support. During the summer, the Program Manager also helps lead on-the-ground activities and participates in the on-call rotation to ensure program safety and responsiveness.

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Key Responsibilities:

- Support the Associate Director of Pre-College Experience in implementing daily operations and logistics for residential and virtual Pre-College Programs
- Coordinate key administrative processes related to registration, classroom and space scheduling, housing assignments, meal planning, and roster management
- Collaborate with key members within the Division of Enrollment Management to maintain data accuracy, troubleshoot system workflows, and support reporting needs
- Assist with communication to participants and families regarding schedules, housing, packing lists, and program logistics
- Manage internal program documentation, calendars, task lists, and shared resources for effective coordination and planning
- Provide logistical and administrative support to faculty and students participating in virtual for-credit Pre-College courses
- Help coordinate and staff summer events including student check-in, orientation, training sessions, daily activities, and weekend excursions
- Participate in the summer on-call rotation and respond to incidents related to participant safety, wellness, or conduct in collaboration with campus partners
- Maintain a visible and supportive presence throughout the summer program period, promoting a welcoming and well-organized environment for participants
- Support Undergraduate Admissions and Enrollment Management events as needed, including all-hands-on-deck activities and divisional initiatives

Required Qualifications:

- Bachelor's degree required
- Minimum of 3 years of experience in student services, educational program support, youth programming or administrative coordination
- Strong attention to detail, organizational ability, and communication skills
- Ability to manage multiple tasks in a high-paced, seasonal environment
- Comfort interacting with high school students and families, and working in a team environment
- Familiarity with university systems (Slate, Quali, Microsoft Office Suite) preferred
- Ability to work evenings, weekends, and rotating on-call shifts during summer programming

Department

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Office of Summer Pre-College Program

Contact Information

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

Contact

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