

Assistant Director of Information Systems and Technology
– SERC/AIRC
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=263132>

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Posted Sep. 29, 2025, set to expire Jul. 25, 2026

Job Title Assistant Director of Information Systems and Technology –
SERC/AIRC

Department Program Operations SERC

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Sep. 29, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Computing/Informational Services

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Information-Systems-and-Technology---SERC-AIRC_RQ29624

Apply By Email

Job Description

Job Description

The Assistant Director of Information Systems and Technology is a vital member of the SERC/AIRC Operations team who will oversee IT operations, infrastructure, and staff to support SERC's and AIRC's mission and organizational goals. This position reports directly to the SERC/AIRC Chief Technology Officer.

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The successful candidate will possess strong leadership, communication, problem-solving, project management, and collaboration skills to work effectively with both technical and non-technical stakeholders.

Key responsibilities will include but not be limited to:

- Architect, implement, and maintain websites and applications on cloud infrastructure, primarily AWS.
- Oversee development and testing of web applications to ensure high-quality.
- Build, release, and manage the configuration of all production systems.
- Manage a continuous integration and deployment methodology for server-based technologies.
- Proactively conduct monitoring, disaster recovery, logging, and auditing to ensure maximum uptime.
- Serve as liaison with the Stevens Division of IT on managing various services, licenses, and projects as needed.
- Research emerging technologies, make recommendations, and deliver technical training for staff.
- Collaborate with consultants, vendors, and Stevens Division of IT to address technical, operational, and security needs of SERC/AIRC.
- Oversee data governance, storage, and lifecycle management practices across SERC/AIRC systems.
- Work closely with the Data Strategy team to align IT infrastructure with research and operational data initiatives, ensuring secure, compliant, and scalable handling of data.
- Support researchers and staff in data-related tasks, including access, integration, quality assurance, and reporting and Capstone projects.
- Coordinate the selection, purchase, and management of equipment, technology, and related materials for SERC/AIRC office space and conference rooms and for all staff and researchers for both on campus and remote use.
- Maintain a database of all SERC/AIRC equipment, software, and licenses and track their renewal and upgrades.

Requirements

- Bachelor's degree in a related field; Master's degree preferred.
- Approximately 4 years of related work experience, preferably including in a supervisory capacity.
- Experience in IT management, systems analysis, and technical support.
- Experience with AI safety, cost optimization, and best practices for working with large language models.

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- Exposure to compliance frameworks (e.g., NIST 800-171, FedRAMP, CMMC) and secure data management.

Technical Skills

- Knowledge of AWS (EC2, Lambda, S3, Cognito, SES, Elastic Load Balancers, etc.)
- Web fundamentals - HTML, JavaScript, and CSS
- Front-end (CSS) frameworks such as Foundation or Bootstrap
- JavaScript frameworks like Angular, React, or Ember, etc.
- NodeJS, PHP Laravel, WordPress, Python Flask, Django
- MongoDB, MySQL
- API design and development
- Git & GitFlow
- DevOps & CI/CD pipelines
- Strong background with Windows operating systems, MS Office, computer hardware, and desktop support.

What We Offer

- The opportunity to work on cutting-edge projects.
- A collaborative and intellectually stimulating environment, working alongside researchers and engineers.
- Competitive salary and benefits.
- Flexible work arrangements (remote/hybrid).

Additional Information

This position requires access to information that may be subject to export control requirements. Successful candidates must be qualified for such access without an export control license. As a result, US citizenship or LPR (Lawful Permanent Residence) is required.

Department

SERC and AIRC

General Submission Guidelines

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In order to be considered a candidate for any job at Stevens, you must submit an online application.

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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