

Associate Director, Undergraduate Career Development
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=263508>

Downloaded On: Dec. 7, 2025 1:53am

Posted Oct. 7, 2025, set to expire Jul. 25, 2026

Job Title Associate Director, Undergraduate Career Development
Department Career Development and Cooperative Education
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Oct. 7, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Other Administrative Departments
Undergraduate Education

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Associate-Director--Undergraduate-Career-Development_RQ29549

Apply By Email

Job Description

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Responsibilities

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The Associate Director, Undergraduate Career Development will play a key role in driving the talent development function servicing undergraduate students. You will also serve as the career center consultant for undergraduate student career development.

Reporting to the Director of Cooperative Education and Career Development, you will be responsible for successfully achieving the following objectives.

- Collaborate with the Director of Cooperative Education & Talent Development to assess the career and talent development needs of students.
- Track current students in the co-op program and provide accurate reporting to the Director of the program.
- Supervise, train, and develop a team of career coaching professionals.
- Design and develop the required co-op coursework for students enrolled in the co-op program and track their progress including grading of assignments in both work semesters and job search courses.
- Collaborate with their team to plan co-op events each semester for students enrolled in the program.
- Collaborate with the Director of Cooperative Education and Employer Relations team to meet important deadlines for co-op students including resume submission and supervisor contact information.
- Gain an understanding of the undergraduate student population and lead the design and execution of workshops, programs, and events to support undergraduate students.
- Design and facilitate training to support the professional development of career & talent development specialists and career coaches to ensure a coaching methodology is maintained rather than advising and counseling and a solid understanding of employment laws and the impact of laws on student job search and placement.
- Develop programs to increase engagement of undergraduate students, especially early engagement of first-year students. Track student engagement and determine ways to improve engagement and student satisfaction rates year-over-year.
- Collaborate with colleagues on the Career & Talent Development team to design, develop, and implement the College to Career Planning and Senior Action Planning curriculum ensuring students receive the best training in resume writing, career fair preparation, networking, and post-graduate success strategies.
- Ensure the successful execution and implementation of career center diversity, equity, and inclusion plans
- Prepare and deliver presentations for large and small audiences to include prospective students and families, development, and admissions events.

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- Serve on committees as needed.
- As needed, participate in admissions events, new student orientation, and other student affairs events.
- Successfully complete other duties as assigned.

Qualifications

- Bachelor's degree required, master's degree preferred
- Four or more years of relevant experience preferably in university/college career services, career advising, career development, talent development, or recruiting. Or a seasoned, experienced professional with industry experience seeking a career change and an opportunity to make a meaningful impact in the lives of young people.
- At least two years experience supervising a small or large team of professionals.
- Certifications in Strong Interest, MBTI or Coaching desired, but not required.
- Proven track record of success demonstrated through goal achievement, continuous learning, and continuous improvement.
- Knowledge of technology degree programs or career paths in engineering or technology desired, but not required

Knowledge and Skills

- Must demonstrate an interest in working with a college-aged student population
- Demonstrate a willingness to collaborate with students, teammates, and employers to gain an understanding of contemporary hiring processes and stay abreast of trends.
- Demonstrate strong interpersonal skills
- Willingness to gain an understanding of the Stevens undergraduate and graduate curricula
- Possess an understanding of MS Office including Excel, PowerPoint computer applications.
- Experience or comfortable learning and working with advanced computer applications such as SmartSheets, Handshake, Zoom, MS Teams.
- Possess excellent organizational, written, oral communication, and presentation skills
- Ability to prioritize and meet deadlines
- Self-starter with an ability to adapt to change and handle multiple tasks simultaneously in a fast-paced environment.
- Occasional travel may be required.

Willingness to occasionally work evenings and weekends to attend university or career center events.

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Department

Career Development and Cooperative Education

Compensation Range

In compliance with the New Jersey Wage Transparency Act, the annual base salary range for this position is \$71,000.00 - \$97,066.67. This range represents the University's good faith estimate of possible compensation at the time of posting. Stevens Institute of Technology determines compensation based on factors including the position's scope and responsibilities, the candidate's experience, education, skills, internal equity, market data, and organizational considerations. The final salary will be set considering departmental budget, qualifications, and relevant credentials. This pay range represents base pay only and excludes additional forms of compensation, such as incentives, stipends, or other applicable pay components. For a full overview of our benefits offerings, please refer to the Stevens Institute of Technology Benefits Guidebook, available at:

[Benefits Guidebook](#)

General Submission Guidelines:

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.

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or

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employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

NSF ADVANCE Institution

Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

Contact Information

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Please reference Academickeys in your cover letter when
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Contact

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