

Senior Director of the Stevens Career Center
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=263963>

Downloaded On: Oct. 15, 2025 7:56pm

Posted Oct. 15, 2025, set to expire Jul. 25, 2026

Job Title Senior Director of the Stevens Career Center

Department Division of Student Affairs

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Oct. 15, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Academic Advising
Student Affairs

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Senior-Director-of-the-Stevens-Career-Center_RQ29648

Apply By Email

Job Description

Job Description

About Stevens:

Founded in 1870, Stevens Institute of Technology, the Innovation University, lives at the intersection of industry, academics and research. Students, faculty and partners collaborate in an academic culture of innovation, research and entrepreneurship to develop, implement and leverage technology to confront global challenges. Based right outside of Manhattan in Hoboken, NJ, Stevens offers degrees in engineering, the sciences, management, business, humanities and the arts. Stevens has been recognized by both the U.S. Department of Defense and the Department of Homeland Security as a National Center of Excellence in systems engineering and port security research. The University has

Senior Director of the Stevens Career Center Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=263963>

Downloaded On: Oct. 15, 2025 7:56pm

Posted Oct. 15, 2025, set to expire Jul. 25, 2026

more than 7,000 undergraduate and graduate students with more than 350 faculty. Stevens' programs have attracted international participation and strategic partnerships with industry leaders, governments and other universities around the world.

About the Stevens Career Center:

The Stevens Career Center supports both undergraduate and graduate students in obtaining career outcomes appropriate to their personal goals through career exploration programs, experiential education opportunities, and individualized guidance from the Career Center staff. We engage with our students from their first semester through graduation by providing career planning workshops, corporate site visits, and a variety of on-campus recruiting opportunities throughout the year. Dedicated to a student-centered approach, the Stevens Career Center is consistently ranked in the top 20 nationally for "Best Career Services" by the Princeton Review.

About the Position:

Reporting to the Vice President for Student Affairs, the Senior Director of the Stevens Career Center provides strategic direction and leadership for an efficient, high-volume career center operation in alignment with the career education needs and professional development of Stevens students. The Stevens Career Center is staffed by professionals offering career development, cooperative education advisement, employer relations, and operations management.

Essential Responsibilities:

- Provide visionary and strategic leadership for the delivery of comprehensive career services programs that support the career aspirations of Stevens students.
- Direct and manage the career services staff and operations to assist students, faculty, and employers in the development of career education, career identification and search, cooperative and experiential education, and the pursuit of employment opportunities.
- Administer quality services and programming focused on building student competencies, guiding students in discovering their career interests, and engaging students in career planning and job search strategies and preparation.
- Increase, develop, and maintain employer relationships that include relationship cultivation and an increased participation in Career Center activities, such as the on-campus recruitment

Senior Director of the Stevens Career Center
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=263963>

Downloaded On: Oct. 15, 2025 7:56pm

Posted Oct. 15, 2025, set to expire Jul. 25, 2026

program, career fairs, the cooperative education program, internships, and a variety of workshops and information sessions.

- Continually expand the employer base and the scope of services to that the Career Center provides the widest array of services possible to the broadest mix of academic and corporate clients. Develop new contacts with external organizations to expand employment opportunities for students.
- Review and supervise the on-campus recruitment and interviewing processes as well as resume referral and job-listing services for current students.
- Provide professional development opportunities and training, including for workshops, seminars, and conferences for ten full-time staff members and two part-time staff members to promote a student-centered operation that provides outstanding support and guidance.
- Provide career advising expertise to students regarding the job-search process, interviewing, resume, and letter writing, and all other facets of career planning. Conduct workshops, seminars, and other presentations.
- Coordinate and collaborate with the schools, the Division of Enrollment Management, the Division of University Advancement, and other Stevens offices to discuss Stevens career services and represent the Stevens experience to prospective students, families, alumni, trustees, corporate partners, and potential donors.
- Communicate and collaborate with department chairs and faculty to ensure that the Career Center is meeting the needs of students in each of the academic colleges and departments.
- Monitor student engagement and provide student outcomes reporting, including an annual report on the career outcomes of the undergraduate and graduate graduated classes within six months of their graduation.
-

Senior Director of the Stevens Career Center
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=263963>

Downloaded On: Oct. 15, 2025 7:56pm

Posted Oct. 15, 2025, set to expire Jul. 25, 2026

Constantly monitor, analyze, and evaluate current scope of services offered and plan, implement, and direct new programs and services.

- Maintain knowledge of career services technologies and provide the delivery of appropriate technological solutions to ensure operational efficiency and effective communication.
- Overseeing fiscal planning, budget management and data-driven assessment.
- Direct the production of written materials, including social media and website content that promotes the services and outcomes of the Career Center.
- Maintain knowledge of employment trends, the job market, employer relationship development, and best practices in experiential programming that includes cooperative education and internships.
- Perform related duties as assigned.

Qualifications:

- Master's degree in counseling, higher education, student services, or other relevant experience required. A successful candidate will have a minimum of ten years of full-time employment within higher education and/or corporate recruiting.
- Demonstrated career counseling ability and presentation skills effective across a diverse student population.
-

Senior Director of the Stevens Career Center
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=263963>

Downloaded On: Oct. 15, 2025 7:56pm

Posted Oct. 15, 2025, set to expire Jul. 25, 2026

Results-driven with excellent organizational and interpersonal skills in a customer service-oriented setting and discretion when accessing and handling confidential information.

- Outstanding communication skills, both verbal and written.
- Experience managing a large, diverse staff and mentoring, training and guiding them to be a best-in-class career services operation.
- Ability to thrive in a fast-paced, collaborative organization.
- A wide network of professional contacts in both the university and employment sectors is desired.

Department

Division of Student Affairs

Compensation Range

[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.

Senior Director of the Stevens Career Center
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=263963>

Downloaded On: Oct. 15, 2025 7:56pm

Posted Oct. 15, 2025, set to expire Jul. 25, 2026

Contact Information

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

Contact

,