

**Program Manager for Graduate Programs
Stevens Institute of Technology**

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

Job Title Program Manager for Graduate Programs
Department School of Business- Administration
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Nov. 29, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Graduate Education
Academic Advising
Graduate Education

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Program-Manager-for-Graduate-Programs_RQ29728

Apply By Email

Job Description

The School of Business at Stevens Institute of Technology invites applications for a position of Program Manager for Graduate Programs. The position is available immediately and applications will be accepted until the position is filled.

This position is a full-time, fixed-term position for 10 months with benefits.

The Program Manager will support the growth and operations of the graduate programs along with Graduate Certificates and Executive Education programs. Responsibilities will include student outreach, recruitment and yielding; management and execution of the annual calendar of activities and

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events, and direct student support with study plans, and professional career counseling.

Job Responsibilities Include, but are not limited to

- Assist the Area Chair and Program Directors on initiatives that increase graduate enrollments from domestic and international students.
 - Facilitate graduate open house events in collaboration with the Office of Graduate Admissions promoting recruitment, new programs and initiatives, both virtual through webinars and in-person.
 - Implement initiatives that promote the Accelerated Master's Program (AMP).
 - Drive yield management of prospective graduate students through email campaigns, participation in Webinars and direct phone calls to prospective students.
 - Manage the prospective and incoming student calling campaign, working alongside Admissions team to track and archive progress
- Own and execute on all student-facing communications, including semesterly newsletters
- Regularly update and optimize student-facing materials to facilitate easy registration and address ongoing student needs, including Course Lists, resource guides, and FAQ email templates
- Coordinate and execute the annual calendar of events including boot camps, executive educational conferences, roundtables, workshops, alumni events, club activities, and Board of Advisors meetings. Independently prepare events including the agenda, schedule rooms, order catering, etc. and ensure successful execution.
- Collaborate with the School's Center for Student Success (CSS) on advising-related issues, such as Study Plans for incoming students, transfer credits, program changes, and the monitoring of student academic performance.
- Administer the Graduate Program Office, such as training and supervising of Graduate Assistants, generating course schedules and tracking course changes, and tracking student information to be populated on Workday Student. Review and signoff on Graduate Assistant and other student worker weekly timecards.
- Collaborate with School's office of Corporate Outreach and Professional Advancement (COPA) to support students with career counseling, coaching on CV preparation, networking, professional skill development, etc.

Job Qualifications/Requirements

- Candidate must hold a Bachelor's Degree and a minimum of five years of experience.
- Candidate must have previous experience in higher education with an equivalent role and responsibilities.
- Demonstrate excellent verbal and written communication skills, reporting skills, organization, time

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management, and experience in organizing travel logistics.

- Ability to self-organize an office and delegate tasks as appropriate to support staff.
- Ability to prioritize among multiple stakeholders and concurrent requests.
- Knowledge of MS Word, Excel and PowerPoint required.
- Experience in an academic environment is a plus.
- Experience in using Workday and Salesforce.com is a plus.

Working Conditions:

- Flexible Work Arrangement with 3-4 days per week in the office.
- The position requires flexibility in working hours according to workload.
- Some need to travel to participate in activities related to workshops, seminars and promotional events. Moderate need to work hours outside of typical business hours, including early morning, evenings and weekends in conjunction with events and promotional efforts.
- Occasionally need to move between academic buildings on campus.

Stevens Institute of Technology is a private institution located on a beautiful campus in Hoboken, NJ, directly across the Hudson River from New York City. Hoboken is a vibrant, walkable community in close proximity of Manhattan and has been ranked among the 12 best college towns in the country by Princeton Review. Stevens Institute of Technology works closely with local and global industries as well as government organizations on various research projects.

Department

School of Business- Administration

Compensation Range

In compliance with the New Jersey Wage Transparency Act, the annual base range for this position is . 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:

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[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.

Contact Information

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

Contact