

??Assistant Director of International and Special
Programs?
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=218115>

Downloaded On: May. 9, 2024 7:14am

Posted Jul. 21, 2023, set to expire Jul. 12, 2024

Job Title ??Assistant Director of International and Special Programs?
Department Office of International Programs
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Jul. 21, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs
International Programs/Study Abroad

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/XMLNAME---Assistant-Director-of-International-and-Special-Programs-_RQ27055

Apply By Email

Job Description

Job Description

The Offices of International Programs and Special Programs and Administration at Stevens Institute of Technology seek an Assistant Director candidate.

Position Title: **Assistant Director**, Offices of International Programs and Special Programs and Administration

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Location:Stevens Institute of Technology, Hoboken, New Jersey

Position Description

This is a position split 50-50 with the Office of International Programs (OIP) and the Office of Special Programs and Administration at Stevens Institute of Technology in Hoboken, New Jersey. The Office of International Programs provides strategic direction, operational excellence, and visibility for all internationalization efforts of Stevens Institute of Technology. These include education abroad, international partnerships and exchanges, international undergraduate student programs, co-curricular programming, and research. This position is responsible for providing support to the office and coordination of a variety of programs/events related to study abroad and international undergraduate student initiatives. The Office of Special Programs oversees the operations of the Pinnacle Scholars Program and the Clark Scholars Program.

Duties & Responsibilities for the Office of International Programs

- Coordinate the planning and facilitation of the International Exchange Student Orientation (Fall and Spring) and collaborate with Undergraduate Student Life for the new international undergraduate student orientation
- Assist in the Pre-Departure Orientations and Welcome Back events for Stevens students who are studying abroad
- Coordinate planning and execution for the office's events such as Study Abroad Fairs, information sessions, international student meetups, tabling outside Pierce dining, etc.
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Advise students on education abroad program options and the application process

- Conduct daily administrative duties such as doing research; collecting, analyzing, and reporting on data; participating in office meetings; preparing materials for events; keeping detailed records; assisting with office functions; responding to student inquiries
- Coordinate the committee which plans and implements International Education Month
- Assist with the Global Ambassadors Program, including coordinating student panels
- Assist with management and data analysis within the VIA TRM study abroad software
- Perform administrative tasks such as:
- Coordinate financial processing with the Office Manager, Office of Undergraduate Academics and Special Program to process office requisitions, disbursement vouchers, study abroad stipend and scholarship processing and Concur transactions
- Maintaining office inventory and ordering office supplies
- Data entry and maintenance
- Provide input on issues related to both exchange student and study abroad student needs.
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Perform and/or supervise students who make regular webpage edits, update electronic forms, and manage Instagram account

- Create, distribute, and update digital and printed marketing materials using Canva
- Assist in campus visits from international partner universities or potential partners
- Other duties as assigned

Duties and Responsibilities for the Office of Special Programs and Administration

- Assist the Director in the planning and execution of program activities for the Clark Scholars and Pinnacle Scholars programs
- Oversee the Pinnacle Cultural Passport budget and the Clark Cultural Passport budget
- Advise the student-led events committees for both programs on approved events; submit invoices for payment and track all expenditures. Liaise with vendors and the Finance Office as needed. Meet weekly with President of the Pinnacle Planning committee to review planned activities and discuss payment timelines; meet weekly, or as needed, with the Clark Events committee regarding upcoming events and payments. Train student leaders on the process for planning and executing events.
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Assist student leaders in the Clark Scholars program with the planning and execution of community service projects

- Assist the Director in the administration of summer stipends for eligible students in the Clark and Pinnacle Scholars programs; maintain records of stipend usage for student cohorts
- Deliver presentations to Pinnacle Scholars on stipend-eligible activities, including study abroad and summer research
- Update and maintain information through the Canvas shells of both programs
- Recruit student volunteers to represent the programs at events such as Admitted Student weekend and Orientation
- Communicate important announcements via email or Canvas announcements to the students in the Pinnacle and Clark programs on behalf of the program director
- Liaise with university offices including Registrar, Student Affairs, Financial Aid, Admissions, University Events and Catering
- Liaise with the A. James and Alice B. Clark Foundation, as necessary.
- Assist the Program Director with data collection and preparation of the Clark Annual Report in the fall semester

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Qualifications

To be considered for this position, the candidate:

- Must have completed a bachelor's degree and have one (1) year administrative or related experience required
- Must possess strong organizational and excellent communication (oral and written) skills, can multitask, and prioritize, be detail-oriented, and possess a strong work ethic
- Must have strong command of Microsoft Office, including, but not limited to Outlook, Word, PowerPoint and Excel and Canva Design software
- Must be able to create and innovate to improve and streamline office procedures
- Must possess the ability to use discretion and maintain confidentiality
- Should demonstrate interest in promoting education abroad programs whether it be study, volunteer, intern or conducting research
- Should have international study, intern and/or volunteer experience
- Should have experience working with an international population with varying levels of English language proficiency, and can use intercultural skills to provide service in a student-centric academic environment
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Must be able to work occasional evenings and weekends

Department

Office of International Programs

General Submission Guidelines:

In order to be considered a candidate for any job at Stevens, you must submit an online application. 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 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 female and minority candidates as well as veterans and individuals with disabilities. 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.

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

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report which includes statistics mandated by the Clery Act. You can obtain a copy of this report by accessing the following web site: <http://www.stevens.edu/sit/police>

Contact Information

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

Contact

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