

Associate Director of Transfer Admissions
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=219395>

Downloaded On: May. 13, 2024 7:16am

Posted Aug. 10, 2023, set to expire Jul. 12, 2024

Job Title Associate Director of Transfer Admissions
Department Undergraduate Admissions Recruitment
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Aug. 10, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Admissions/Financial Aid

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Associate-Director-of-Transfer-Admissions_RQ27134

Apply By Email

Job Description

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The Associate Director of Transfer Admissions will be responsible for overseeing the transfer student admissions process, developing and implementing recruitment strategies, evaluating transfer applications, and providing exceptional support and guidance to prospective transfer students throughout the admissions cycle. The Associate Director of Transfer Admissions works closely with various internal and external stakeholders to meet enrollment goals and promote Stevens Institute of Technology as a destination for transfer students.

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The primary responsibilities are, but are not limited to:

- Oversee and lead the transfer student admissions process from recruitment, application review through enrollment, ensuring efficiency, accuracy, and timely decision-making.
- Collaborate with the Director of Undergraduate Admissions, Office of Financial Aid and other team members to develop and execute comprehensive recruitment strategies targeting prospective transfer students. This includes identifying key markets, establishing relationships with community colleges and other transfer partners, and representing Stevens Institute of Technology at transfer fairs and events.
- Evaluate transfer applications in a holistic manner, considering academic records, transfer credit evaluations, personal statements, and other relevant materials to make informed admissions decisions.
- Conduct interviews and informational sessions with prospective transfer students to provide guidance on the transfer process, academic programs, and campus life at Stevens Institute of Technology.
- Collaborate with the Office of Undergraduate Academics and other academic departments to assess transfer credit equivalencies, assist with credit evaluations, and facilitate the seamless transfer of admitted students into their respective programs.
- Work collaboratively with the enrollment management team to meet transfer enrollment goals through targeted outreach, effective yield strategies, and student engagement initiatives.
- Build and maintain strong relationships with community colleges, transfer counselors, and other key stakeholders to promote the transfer student experience at Stevens Institute of Technology.
- Stay abreast of trends and best practices in transfer admissions, including policies, regulations, and technology advancements, and implement innovative strategies to enhance the transfer

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admissions process.

- Provide guidance and mentorship to admissions staff, including training, goal-setting, and performance evaluations.
- Maintain compliance and adherence to all regulations and policies for recruitment, admissions, and financial aid within higher education and ensuring the staff is appropriately trained and all processes, procedures, and policies are adhered to.
- Perform other duties as assigned

Qualifications:

- Bachelor's degree required; Master's degree preferred.
- Minimum of 4-6 years of experience in higher education admissions, with a focus on transfer admissions preferred.
- Comprehensive understanding of the transfer admissions process, including credit evaluation, articulation agreements, and enrollment management strategies.
- Strong knowledge of higher education trends and best practices related to transfer student recruitment, admissions, and enrollment.
- Excellent interpersonal and communication skills, with the ability to effectively interact with diverse populations, including prospective students, parents, transfer counselors, and faculty members.
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Demonstrated ability to lead and supervise a team, fostering a collaborative and supportive work environment.

- Highly organized with exceptional attention to detail and ability to manage multiple priorities and deadlines.
- Proficiency in using admissions management systems (Slate) and technology tools.
- Willingness to work evenings and weekends, as necessary, to fulfill the responsibilities of the position.
- Passion for higher education and a genuine interest in helping transfer students navigate the admissions process.

Department

Undergraduate Admissions Recruitment

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

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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 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