

Assistant Director, Curriculum Management  
Stevens Institute of Technology

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Downloaded On: May. 8, 2024 6:58am

Posted Aug. 18, 2023, set to expire Jul. 12, 2024

**Job Title** Assistant Director, Curriculum Management  
**Department** Office of Undergraduate Academics  
**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Aug. 18, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Academic Affairs

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director--Curriculum-Management\\_RQ27109](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director--Curriculum-Management_RQ27109)

**Apply By Email**

**Job Description**

### Job Description

Office of Undergraduate Academics Assistant Director, Curriculum Management

Stevens Institute of Technology seeks candidates for the position of Assistant Director in the Office of Undergraduate Academics. Reporting to the Assistant Dean, the Assistant Director is a vital member of the Office of Undergraduate Academics (OUA), who will join the office during a period of great opportunity, as Stevens concludes the execution of its 10-year strategic plan, which focuses on propelling Stevens to new heights as a prominent student-centric research University.

The Assistant Director plays an essential role in fostering a vibrant, academically focused student

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community and implementing effective curricula and supportive student services focused on student success. The ideal candidate will be an individual with deep understanding of the needs of undergraduate students, and the ability to develop and support a strong and diverse student community, creating a positive and engaging environment for all. He/she will possess excellent communication skills and be able to work effectively with multiple constituencies, including students, faculty (e.g. individually and as part of faculty curriculum management committees), parents, staff in student services units (e.g., Registrar's Office, Residence Life, Student Life, Undergraduate Admissions, etc.), and external stakeholders.

A master's degree and at least three years of experience in a higher education related field is required.

## **RESPONSIBILITIES AND DUTIES**

Responsibilities and duties include, but are not limited to:

- Attends school/college faculty curriculum committees that approves curricula changes. Assures review by the faculty Undergraduate Studies Committee.
- Attends Registrar and Office of Undergraduate Academics (OUA) meetings and assists in creation and submission of Workday tickets for program requirement changes. Completion of survey indicating ticket's resolution.
- Monitors Undergraduate Curriculum Committee and Undergraduate Studies Committee meeting minutes for correctness and consistency.
- Assures completeness, accuracy, and understandability of study plans as recorded in the advising support systems of record (e.g. Workday Student). Creates associated templates and degree audit rules.
- Updates the catalog. Assures curriculum description completeness, accuracy, and understandability. Assures academic policy description completeness, accuracy, and understandability.
- Reviews Office of Undergraduate Academics (OUA) sections and collaborates within OUA for updates.
- Reviews and completes major and minor changes for undergraduate students.
- Assures Academic Advisor assignments for incoming undecided engineering and science students and updates Faculty Advisors for students changing programs, or for students changing advisors for any reason.
- Assists in the organization of orientation events for incoming students. Organizes advising events for existing students.

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- Supports the Assistant Dean in the creation and maintenance of advising handbooks for advisors and students.
- Supports the Assistant Dean in creating and implementing advisor training over the summer for all advisors and training for incoming advisors.
- Meets with students on an appointment or walk-in basis to discuss and resolve academic issues.
- Serves as an advisor for students identified via the Early Warning System.
- Advises students who are not in good academic standing, which includes frequent meetings to discuss their academic progress, along with strategies for success.
- Advises undergraduate at-risk students who have cumulative GPAs between 2.0 and 2.5.
- Collaborates with offices in workday operations affairs committee with workday process and procedures.
- Update SharePoint shared information.
- Assists in onboarding and hiring of open OUA roles including creating and collaborating with OUA office on training schedule.

## **COLLABORATION AND COMMUNICATION**

- Supports and communicates with faculty in matters requiring clarification of academic policy, academic decision making, and professional judgment.
- Collaborates with other student service departments on orientation, advising, registration, and support programs, services, and processes for undergraduate students.

## **SUPPORT OF OFFICE MISSION**

- Enforce current academic policies and assist in the shaping and implementation of new ones.
- Educate the student community regarding academic policies and procedures through orientation sessions, freshman class meeting, and electronic communications.
- Provide academic support to students as deemed appropriate by the Vice Provost for Academic Innovation and Faculty Affairs or OUA Deans (or as sought by individual students).
- Support the Vice Provost for Academic Innovation and Faculty Affairs and OUA Deans with various initiatives of the office, including those related directly to retention and the 6-year graduation rate.
- Remain abreast of developments in higher education with an eye for improvement of existing programs and services.

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**Department**

Office of Undergraduate Academics

**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](mailto: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:

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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**

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