

Assistant Director of Graduate Student Life  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=219961>

Downloaded On: May. 8, 2024 4:01am

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

**Job Title** Assistant Director of Graduate Student Life  
**Department** Graduate Student Life  
**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Aug. 21, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Student Affairs  
Residential Life  
Graduate Education

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Graduate-Student-Life\\_RQ27194](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Graduate-Student-Life_RQ27194)

**Apply By Email**

**Job Description**

## Job Description

The Assistant Director of Graduate Student Life will be responsible for creating, planning, and executing new student programming with a focus on professional & leadership development and established operations for graduate students such as Arrival Services program. The Assistant Director will also support the master's Student Peer Mentor Program and assist with daily departmental operations and Division goals.

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Essential Job Functions:

- Develop and implement weekly programming for new students (each semester) that focuses on professional and leadership development for new students
- Plan and execute new student orientation in partnership with department and University partners. Including communications, student hiring, and logistics planning
- Manage Arrival Services (August and January) Temporary Housing and Airport Pick-up
- Coordinate and oversee the master's Student Peer Mentor Program in collaboration with Assistant Dean and/or designee
- Collaborate with other departments and organizations to plan and implement programs and initiatives that support student engagement and belonging
- Provide support to graduate students in navigating campus resources and connecting with academic and professional opportunities
- Remain current on best practices and trends in student affairs (graduate & professional students) and incorporate them into programming and operations

Qualifications:

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Bachelor's degree required, master's degree preferred in higher education, student affairs, counseling, or related field

- 2-4 years of experience in student affairs, with experience in graduate student programming
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills, with the ability to work collaboratively with a diverse group of stakeholders
- Demonstrated ability to design, implement, and assess student programs and services
- Experience managing budgets and supervising student employees
- Commitment to diversity, equity, and inclusion, and experience working with diverse student populations
- Knowledge of social media engagement welcomed

This position may require some evening and weekend work and is limited to one remote workday as approved by the unit Director.

To apply, please submit a cover letter, resume, and three professional references.

**Department**

Graduate Student Life

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**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:**

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

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applying for or inquiring about this job announcement.

**Contact**

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