

Assistant Director of High School Enrichment Programs
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=223883>

Downloaded On: May. 9, 2024 10:02am

Posted Oct. 19, 2023, set to expire Jul. 12, 2024

Job Title Assistant Director of High School Enrichment Programs
Department Stevens Technical Enrichment Program
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Oct. 19, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Teaching & Learning

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-High-School-Enrichment-Programs_RQ27506

Apply By Email

Job Description

Job Description

The Assistant Director of High School Enrichment Programs is responsible for all aspects relating to the design, organization, and management of special programs and activities which facilitate the academic and personal growth of the pre-college participants. Reporting to the Director of High School Enrichment Programs, the Assistant Director actively supports the high school enrichment programs within the department, with specialized focused on the Accessing Careers in Engineering and Science (ACES) program.

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About the Stevens ACES Program

Stevens ACES is designed to help increase the number of academically talented students from under-resourced communities go on to become tomorrow's leaders of technology, entrepreneurs, and innovators. ACES at Stevens has two key components: a precollege program and a college program, and participants are provided with access to the resources and support that they may need to successfully transition from high school to college including scholarships, pre-college programming, and career opportunities. The ACES program is one of the high school enrichment programs within the Office of Student Development and Enrichment Programs.

Responsibilities

- Manage the design and implementation of the Stevens ACES Pre-College program.
- Establish and coordinate year-round programming for the ACES Pre-College program to keep students engaged throughout their high school years.
- Oversee the recruitment of talented pre-college students from partner and non-partner high schools for various programming opportunities.
- Prepare and deliver programming and presentations covering topics such as career development and college readiness.
- Advise pre-college students on developing a college and career plan, expanding their knowledge, skills, and beliefs on the subject.
- Communicate opportunities and provide broad support to our pre-college parents/guardians, sponsors/donors, high schools, and community partners.
- Develop processes to recruit and train Stevens faculty and undergraduate student staff to serve as workshop presenters and assist with programming.
- Track and analyze pre-college student engagement, marketing metrics, and partner school engagement.
- Assist in the development and growth of departmental initiatives.
- Complete other responsibilities as assigned.

Required Qualifications

- Bachelor's degree in education, STEM (Science, Technology, Engineering, and Math), or related field. Master's degree preferred.

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- At least three years of related experience.
- Prior experience in managing and/or working in a youth development program is a plus.
- A high level of professionalism with strong written/verbal communication, interpersonal, and presentation skills.
- A positive attitude, proven ability to work successfully with diverse populations, and excellent customer service skills.

Knowledge and Skills

- Proficient in the use of Microsoft 365 Office Suite, including Word, Excel, Outlook, PowerPoint.
- Multitask effectively while working independently and as part of a team.
- Be self-directed, self-motivated, and take initiative.
- Approach challenges with an innovative mindset.

Additional information

- Occasional travel locally or regionally to high schools for recruitment fairs or conferences.
- Work evenings or weekends, as needed.

Department

Stevens Technical Enrichment Program

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.

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Academic Submission Guidelines:

Please submit:

- Cover letter
- Curriculum vitae
- Research statement
- Teaching statement that includes a) teaching interests, b) teaching philosophy, and c) a plan on how to create an inclusive environment for students of all backgrounds in terms of classroom teaching, student advising, and graduate student mentoring
- Contact info for at least 2-3 references (school-specific; please refer to job posting)

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 people of all backgrounds. 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.

NSF ADVANCE Institution Steven's values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

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. Click [here](#) for a copy of this report.

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Contact Information

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

Contact

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