

Director of the First-Year Experience  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=225323>

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Posted Nov. 8, 2023, set to expire Jul. 12, 2024

**Job Title** Director of the First-Year Experience  
**Department** Division of Student Affairs  
**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Nov. 8, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Student Affairs

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-the-First-Year-Experience\\_RQ27574](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-the-First-Year-Experience_RQ27574)

**Apply By Email**

**Job Description**

## Job Description

Stevens Institute of Technology seeks an enthusiastic, innovative, and motivated educator to serve as the inaugural *Director of the First-Year Experience*. The successful candidate must have a strong foundation in higher education, student development and learning, both inside and outside of the classroom. Although this role reports through the Division of Student Affairs, it is a position that bridges academic and student affairs to promote student retention, graduation and overall success.

Reporting to the Vice President for Student Affairs, the Director of the First-Year Experience is

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responsible for a wide range of activities and programs with direct responsibility and oversight for the university's First Year Experience Course. This position will engage the student body, faculty and staff in fostering a welcoming, supportive, and inclusive environment that promotes student learning, academic success, personal growth, and connection to campus life.

**Essential Duties and Responsibilities:**

- Coordinate, evaluate, and update the First-Year Experience Course curriculum on an ongoing basis
- Collaborate with staff and faculty colleagues across the university to continuously improve and enhance the First-Year Experience Course; research best practices and relevant literature and pursue creative strategies to sustain and enhance the course
- Select, train, and provide support for First-Year Experience Course facilitators; organize course logistics, provide and update course materials, assist with management of course software and facilitator compensation
- Co-facilitate six sections of the First-Year Experience Course in the fall semester and co-facilitate one course section in the spring semester
- Serve as a Student Success Coach for students enrolled in the facilitated sections of the First-Year Experience Course throughout their time at the institution
- Maintain First-Year Experience Course evaluation data and reporting; identify any issues and propose solutions; collaborate with Undergraduate Student Life on the First-Year Experience Survey
- Partner across the university to provide academic, social and pre-professional support for first-

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year students through programming and workshops

- Assist in development and delivery of New Student Orientation programming
- Coordinate the First-Year Reading Program, including, but not limited to chairing the selection committee, organizing communication and mailings, and developing a facilitator's guide for the selected text
- Develop and execute a comprehensive First-Year Experience communication and engagement plan for students and the college community
- Actively participate in university-wide events, including, but not limited to residence hall openings, Orientation, Family Day, Admitted Students Weekend, Convocation and Commencement.
- Performs other related duties as assigned

**Qualifications:**

- A distinguished record of success in higher education including 7-10 years of experience in the areas of academic affairs/teaching and student affairs.
- Ability to communicate effectively and work collaboratively across departmental units in addition to expertise connecting with and engaging with traditional-aged undergraduate students.
- Strong administrative, interpersonal, writing, and organizational skills are required.

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- A master's degree is required. A doctoral degree is strongly preferred.

**Department**

Division of Student Affairs

**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.

**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
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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](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 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:**

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

**Contact Information**

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

**Contact**

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