



Stevens Institute of Technology First Year Initiatives Coordinator

Position Overview:

The First Year Initiatives Coordinator position is a 25-hour per week role within the Office of Undergraduate Student Life and will report directly to the Associate Director of Student Life. The responsibilities within New Student Programs and Orientation include, but are not limited to the following:

- ❖ Plan and facilitate portions of our Peer Leader staff training for 60 student leaders both virtually and in-person
- ❖ Assist with the supervision of our Peer Leader Coordinator and Team Leads, and create professional development opportunities to enhance their learning experience
- ❖ Coordinate our webinars and virtual hangouts throughout the summer for new students and their families during our six-week IntroDUCkTion series
- ❖ Manage our digital community to further engage our new students prior to orientation through video content promotion, social media campaigns, and other similar outreach
- ❖ Assist with program development and execution with International Undergraduate Orientation and/or Transfer Student Orientation
- ❖ Assist with the advancement of our assessment of First-Year Orientation, Family Programs, and Peer Leader Training
- ❖ Provide general office support throughout the summer as needed

Minimum Qualifications:

- ❖ A Bachelor's Degree from an accredited institution
- ❖ Enrolled as a Graduate Student in an accredited institution, preferably concentrating on higher education or student personnel administration
- ❖ Willingness to learn new skills and an interest in fields of orientation, transition, and retention
- ❖ Ability to work in a face-paced environment and solve problems as they arise
- ❖ Good written and verbal communication skills

Remuneration:

- ❖ Stipend - \$5,000 (total) stipend paid bi-weekly throughout the duration of the internship
- ❖ Housing- The intern will be provided a private room within a facility through our Office of Residential and Dining Services, which includes a private bath and access to a kitchenette.

Contact Information:

- ❖ Contact Name: Danielle Maxson
- ❖ Contact Title: Associate Director
- ❖ Phone Number: (201)-216-8962

- ❖ Email Address: dmaxson@stevens.edu
 - ❖ Website: www.stevens.edu/studentlife
- (Please do not send applications to institutions or supervisors directly)

Institutional Information:

- ❖ Institutional Characteristics: 4 Year Private, Co-ed
- ❖ Total Undergraduate Enrollment: 3,400
- ❖ First Year Students: 1,050
- ❖ Institution Location: Stevens Institute of Technology, The Innovation University®, is a premier, private research university situated in Hoboken, N.J. overlooking the Manhattan skyline. Founded in 1870, technological innovation has been the hallmark and legacy of Stevens education and research programs for more than 140 years.
- ❖ Within the university's three schools and one college, more than 6,100 undergraduate and graduate students collaborate with more than 350 faculty members in an interdisciplinary, student-centric, entrepreneurial environment to advance the frontiers of science and leverage technology to confront global challenges. Stevens is home to three national research centers of excellence, as well as joint research programs focused on critical industries such as healthcare, energy, finance, defense, STEM education and coastal sustainability.
- ❖ The university is consistently ranked among the nation's elite for return on investment for students, career services programs, and mid-career salaries of alumni. Stevens is in the midst of a 10-year strategic plan, "The Future. Ours to Create," designed to further extend the Stevens legacy to create a forward-looking and far-reaching institution with global impact.
- ❖ Hoboken is a unique, vibrant, walkable urban community just over one square mile in size and located less than 15 minutes from Midtown Manhattan via public transportation. Hoboken is a city that embraces the past, but has also evolved into a dynamic residential, cultural, commercial, and educational destination. Much abounds in the music and arts community, complimented by eclectic restaurants, night clubs, and diverse retail shopping, along with a spectacular waterfront with uncompromising views of Manhattan and New York Harbor. In recent years, Hoboken has been was rated as the best dining town in New Jersey, a Top 10 College Town, the #1 city in public transportation use, and the #1 most walkable city.