

Suzanne supports and collaborates with the Executive Director and other members of the Senior Leadership Team. When the campus opens, she will have overall responsibility for front desk operations, all office equipment, supplies and the maintenance of files. She will also assist with budgeting and serve as the campus Network Administrator. At present, Stevens has a dual role as Administrative Services Director for Hillside Village and the Office Manager for The Prospect-Woodward Assisted Living Home.

Before her post with Prospect-Woodward, Stevens was Senior Account Executive at NutraGenesis of Brattleboro, VT. Her previous experience also includes Vice President of Administration at Worldwide Computer Solutions in Keene, Corporate Software Engineer for Paperless Environments in Baton Rouge, LA, and Office & Special Projects Administrator for the MacMillin Company in Keene.

Stevens attended Plymouth State University as a Psychology Major. She also holds Certifications from Lorman Document Life Cycle Management and from Rockhurst Creative Leadership. She is also well educated in Microsoft Software and scanner and printer technology.

Her community service includes Hannah Grimes Marketplace Board of Directors, Greater Keene Chamber of Commerce Board of Directors, and Monadnock Crop Walk Board Chair.