

Part-time Positions at KEAN! Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=208394>

Downloaded On: Apr. 29, 2024 5:49am

Posted Apr. 3, 2023, set to expire May 1, 2024

Job Title	Part-time Positions at KEAN!
Department	
Institution	Kean University Union, New Jersey
Date Posted	Apr. 3, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Part-time-Positions-at-KEAN-_R848
Apply By Email	
Job Description	

External Applicant Instructions

- Please upload your resume/CV for automatic population of information to your Kean application.
- Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.
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In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.

Kean University

Part-time Positions

Kean University is seeking applicants for hourly, part-time employment opportunities across the University. Part-time employees perform a variety of responsibilities and assist with special projects. Positions are available at the Union campus, with potential opportunities at Kean Ocean.

Positions are temporary and filled on a semester-to-semester basis, up to a maximum of 15 hours per week. Some positions may be filled for a shorter time period, depending on department needs and work assignments. The work schedule may vary each semester **with most positions working daytime hours between 8 am and 5 pm**; some positions may require evening and/or weekend hours. The salary for these positions begins at \$17.00 per hour and is commensurate with experience.

Qualifications: A Bachelor's degree is required. Additionally, some positions require training or experience in a related field. Candidates should possess excellent oral and written communication skills, attention to detail, organizational skills, interpersonal skills and have suitable scheduling flexibility.

Please submit your resume and cover letter **including your hours of availability**. Official transcripts are required prior to the starting date of employment.

Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

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Additional Information

As a condition of employment, external candidates are required to provide proof of COVID-19 vaccination prior to their start date. If you are unable to be vaccinated against COVID-19 for medical or religious reasons, you may submit a request for an exemption. All employees are expected to follow the University's current health and safety protocols for COVID-19 and any procedures/protocols created through additional correspondence.

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

Diversity & Non-Discrimination Statement

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

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EEO/AA Statement

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

Contact Information

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

Contact

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