

Part-time Reader Position Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=209256>

Downloaded On: May. 4, 2024 1:27am

Posted Apr. 18, 2023, set to expire May 6, 2024

Job Title	Part-time Reader Position
Department	
Institution	Kean University Union, New Jersey
Date Posted	Apr. 18, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Educational Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Part-time-Reader-Position_R524
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.

Office of Human Resources

Part-time Reader

Kean University is seeking a part-time Reader that will work with a faculty member. The Reader will read aloud to the faculty member various printed materials and/or information from a computer screen or other print sources that cannot be read by the adaptive computer equipment and software. The Reader will take dictation when the adaptive computer equipment and software cannot do so and will also organize and file written materials that are incidental to the reading and dictation duties.

This position is temporary and filled on a semester-to-semester basis, up to a maximum of 20 hours per week, Monday through Friday. Generally, work will be assigned between the hours of 8:30 a.m. and 5:30 p.m. The Reader's work schedule will vary each semester based on the faculty member's teaching schedule. It is preferred that candidates are available a minimum of 3 full work days per week, contingent upon the faculty member's schedule. Occasional evening or weekend hours may also be required. Salary is \$17.00 per hour and is commensurate with experience.

Qualifications: A Bachelor's degree is required, with some training or experience in a field of study related to psychology or a social science. Preference will be given to candidates that possess attention to detail, organizational skills, exceptional interpersonal skills, and have suitable scheduling flexibility.

Skills: The ability to read, write and speak English fluently; the ability to read aloud clearly and articulately; and competence in English grammar, spelling and punctuation.

Please include in your cover letter your hours of availability. Application materials can be addressed to: Ms. Yrelys Tapanes, Associate Director of Benefits.

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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.

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

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to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

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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