

Program Assistant, Administrative Services (10 months,  
Half-time), Kean University Senate Office  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=224064>

Downloaded On: May. 16, 2024 9:01am

Posted Oct. 20, 2023, set to expire May 21, 2024

<b>Job Title</b>	Program Assistant, Administrative Services (10 months, Half-time), Kean University Senate Office
<b>Department</b>	
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Oct. 20, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Program-Assistant--Administrative-Services--10-months--Half-time---Kean-University-Senate-Office_R2423-1">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Program-Assistant--Administrative-Services--10-months--Half-time---Kean-University-Senate-Office_R2423-1</a>

**Apply By Email**

**Job Description**

**External Applicant Instructions**

- Please upload your resume/CV for automatic population of information to your Kean application.
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**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.**

- **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 Senate Office

Program Assistant, Administrative Services (10 months, Half-time)

Under the direction of the Chair of the University Senate, the Program Assistant is responsible for performing basic professional functions using established policies, procedures, precedents, and guidelines; and does related work as required. This position is responsible for coordinating and performing the basic professional functions necessary to support the Senate Office and its daily activities and serves as the initial point of contact for the Office. This position may require a flexible schedule as needed.

This is a 10 Month (September 1st to June 30th), half-time (17.5 hours weekly) position.

Qualifications: Graduation from an accredited college with a Bachelor's degree is required. NOTE: Applicants who do not possess the required education may substitute experience on a year for year basis. NOTE: Applicants who possess an Associate's degree may substitute two (2) years of position-related experience for the remaining two (2) years of education. One year of professional experience in office administration is preferred. Excellent communication, interpersonal and organizational skills and computer literacy is required; Proficiency in MS Office, Google Mail, Google Meet, Google Docs and Zoom as well as the ability to support committees, including arranging meeting rooms, gathering, analyzing required materials and recommending appropriate action is also required.

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Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

New Jersey SAME Program Applicants: If you are applying under the NJ State as a Model Employer of People with Disabilities (SAME) Program, your supporting documents (Schedule A or B Letter) must be submitted along with your resume by the closing date indicated above. For more information on the New Jersey SAME Program, please visit the website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [Same@csc.nj.gov](mailto:Same@csc.nj.gov) or contact our Kean Recruiting Team at [SAME@kean.edu](mailto:SAME@kean.edu).

**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

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](#).

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**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.**

**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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