

Managing Assistant Director for Residential Student
Services, Office of Residence Life
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=230970>

Downloaded On: May. 18, 2024 10:10pm

Posted Feb. 19, 2024, set to expire Jun. 18, 2024

Job Title	Managing Assistant Director for Residential Student Services, Office of Residence Life
Department	
Institution	Kean University Union, New Jersey
Date Posted	Feb. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Residential Life
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Managing-Assistant-Director-for-Residential-Student-Services--Office-of-Residence-Life_R2667-1

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.**

Office of Residence Life

Managing Assistant Director for Residential Operations

The Managing Assistant Director for Residential Operations (Managing Assistant Director 3) is a full-time, twelve-month managerial position within the Office of Residence Life. The Managing Assistant Director is responsible for operations management and developing policies and procedures related to assigned areas of oversight. This includes, but is not limited to the following: supervising staff (student assistants, part-time and full-time workers); managing and implementing the following processes: assessment, reporting, student data management, analyzing housing data collection and systems management for document retention and removal; managing summer conference planning and logistics; and managing other areas as assigned. Additional responsibilities include managing billing, purchasing functions, administrative tasks and enforcing University policy. The Managing Assistant Director creates an environment conducive to academic excellence and fosters personal development and a sense of community within the living environment. The Managing Assistant Director reports to the Director of Residence Life. This position requires a flexible schedule including evening and weekend hours. Some travel may also be required. This employee is considered essential and participates in the on-call rotation (days, evenings, holidays and weekends) with other leadership staff in the Office of Residence Life.

Qualifications: Graduation from an accredited college with a Bachelor's degree; two years of professional experience; and intermediate to advanced knowledge of The Housing Director (THD) is required. At least one of the two years of professional experience must be in residence life or student affairs in an institution of higher education or education. Experience with residence hall operations is

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preferred. Candidate must have strong organizational, oral and written communication skills and be student centered with excellent customer service skills.

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.

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](#).

Diversity & Non-Discrimination Statement

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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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