

Director of Academic Applications, Office of Computer and
Information Services
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=231441>

Downloaded On: May. 9, 2024 6:08am

Posted Feb. 26, 2024, set to expire Jun. 27, 2024

Job Title	Director of Academic Applications, Office of Computer and Information Services
Department	
Institution	Kean University Union, New Jersey
Date Posted	Feb. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Information Technology
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Director-of-Academic-Applications--Office-of-Computer-and-Information-Services_R2698
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.
- 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.

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Office of Computer and Information Services (OCIS)

Director of Academic Applications

Under the direction of the Vice President, the Director of Academic Applications (Director 2) organizes, plans and directs work operations and personnel responsible for all activities related to the design, development, implementation and maintenance of core academic applications for Kean University, mainly Ellucian and Canvas, and the integrations connected to them. As a member of the OCIS leadership team, the Director is responsible for project management, resource and personnel management; participates in the development of policies and procedures; and does related work as required. *This position may require some travel and a flexible schedule including evening and weekend hours.*

Qualifications: Bachelor's degree from an accredited college and four or more years of professional experience with SQL/Unidata databases in a college or similar ERP environment is required. Ten years of management experience in higher education and working experience with Ellucian/Colleague is preferred. Candidate must have excellent oral and written communication skills and excellent customer service skills.

The deadline for applications is March 11, 2024. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts for all degrees 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

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.

EEO/AA Statement

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

Contact Information

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

Contact

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