

Professional Services Specialist 4, Administrative
Services, Kean Wellness Center
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=234586>

Downloaded On: May. 16, 2024 2:10pm

Posted Apr. 12, 2024, set to expire Mar. 27, 2025

Job Title	Professional Services Specialist 4, Administrative Services, Kean Wellness Center
Department	Kean Wellness Center
Institution	Kean University Union, New Jersey
Date Posted	Apr. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Professional-Services-Specialist-4--Administrative-Services--Kean-Wellness-Center_R2736-1

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.**

Kean Wellness Center

Professional Services Specialist 4, Administrative Services

Under the direction of the Assistant Director of Operations, the Professional Services Specialist is responsible for performing basic professional functions in the clinical setting of the Kean Wellness Center using established Kean University policies and procedures. The Professional Services Specialist supports the Kean Wellness Center and oversees front desk operations, providing exemplary customer service; and does other related duties as required. *This position requires a flexible schedule including evening and weekend hours. Some travel may also be required.*

Qualifications: Graduation from an accredited college with a Bachelor's degree and one year of professional experience working in a healthcare office/setting or related office environment is required. Applicants who do not possess the required education may substitute required experience on a year-for-year basis. Experience working with young adults/college students and individuals with disabilities in higher education is preferred. Bilingual is also preferred. Candidate must have excellent oral and written communication skills and excellent customer service skills.

The selected candidate will be required to pass a four (4) month Working Test Period.

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>,



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email: Same@csc.nj.gov or contact our Kean Recruiting Team at 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](#).

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

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Contact Information

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

Contact

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