

Managing Assistant Director III \*Search Extended and  
Revised\*  
Kean University

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Posted May 7, 2019, set to expire Sep. 6, 2019

<b>Job Title</b>	Managing Assistant Director III *Search Extended and Revised*
<b>Department</b>	Mail and Materiel Services - Office of Procurement and Business Services
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	May 7, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.kean.edu/offices/human-resources-3/employment-opportunities">https://www.kean.edu/offices/human-resources-3/employment-opportunities</a>
<b>Apply By Email</b>	<a href="mailto:purchasingjobs@kean.edu">purchasingjobs@kean.edu</a>

**Job Description**

Under the direction of the Assistant Vice President, the Managing Assistant Director manages Mail and Materiel Services (Central Receiving) and ensures the prompt and effective delivery of essential goods and services to the University's administrative and academic departments. The Managing Assistant Director manages work operations, monitoring workloads throughout the department and coordinating staffing needs accordingly. The Managing Assistant Director will be responsible for implementing departmental policies and procedures; establishing goals and objectives which best meet the support requirements of the University; evaluating progress toward their achievement; and performing related work as required.

Qualifications: Graduation from an accredited college with a Bachelor's degree; two years of professional experience in administration; and a driver's license valid in the State of New Jersey is



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required. A minimum of three years of professional experience in a post office, large volume mail service environment or central receiving/warehouse environment is preferred. Applicants who do not possess the required education may substitute experience on a year-for-year basis. Essential job functions include the ability to walk long distances both indoors and outside; the ability to climb stairs, bend and stoop; lifting, pushing or pulling of objects up to 50 pounds; and driving. Excellent verbal and written communication skills are essential.

Application: Please send cover letter, resume and contact information for three professional references to: Search Committee Chairperson, Office of Procurement and Business Services, via email to [purchasingjobs@kean.edu](mailto:purchasingjobs@kean.edu). Previous applicants need not apply. Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees and three current letters of recommendation are required prior to the starting date of employment.

**EEO/AA Policy**

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** Search Committee Chairperson  
Mail and Materiel Services - Office of Procurement  
and Business Services  
Kean University  
Union, NJ

**Contact E-mail** [purchasingjobs@kean.edu](mailto:purchasingjobs@kean.edu)