

Managing Assistant Director of Tutoring, Training and
Technology
Kean University

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Posted Aug. 1, 2019, removed Nov. 18, 2019

Job Title	Managing Assistant Director of Tutoring, Training and Technology
Department	Nancy Thompson Library Learning Commons (NTLC)
Institution	Kean University Union, New Jersey
Date Posted	Aug. 1, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Services Information Technology Educational Services
Job Website	https://www.kean.edu/offices/human-resources-1/employment-opportunities
Apply By Email	ntljobs@kean.edu

Job Description

Under the supervision of the Director of Digital Information Services, the Managing Assistant Director of Tutoring, Training and Technology (Managing Assistant Director III) provides managerial support; manages day-to-day activities related to digital library services, student learning support services (tutoring), training and technology support and general operations; participates in the development of goals, policies and procedures with other staff; and does related work as required. All efforts are directed towards students in terms of retention, success and graduation. The Managing Assistant Director teaches one course per semester (fall and spring) as assigned.

Operations management includes the Kean USA campus, as well as other programs/divisions at Kean Ocean, Kean Skylands and Wenzhou-Kean University, in China. This includes potential travel to and



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assignments of work at other locations. This position requires a flexible schedule including evening and weekend hours. Work schedule is assigned according to shifts/rotations to cover 24/7 facility and service operations that may vary by academic and calendar year.

Qualifications: Graduation from an accredited college with a Bachelor's degree and two years of professional experience working in an institution of higher education or equivalent business-setting is required in on or more of the following areas: tutoring, training, technology, technology application or student support services. Certification, graduate degree or coursework and/or working with undergraduate and graduate populations and with tutoring, supplemental instruction, supplemental learning and similar programs and pedagogy is preferred. Candidate must have excellent oral and written communication skills and the ability to multitask and work in a fast-paced environment.

Application: Please send cover letter, resume and contact information for three professional references to: Search Committee Chairperson, Nancy Thompson Library Learning Commons, by email to ntljobs@kean.edu. In addition to the required application materials, please include a summary demonstration slide-set on the development, implementation and assessment of student support services, technology and training for students and Kean community in a digital library setting as part of a Learning Commons environment. Applicants must also provide a separate three slide-set summary that demonstrates graphically how tutoring, training and technology are effectively maintained and continuously evaluated and improved in a seamless manner for a 24/7 year-round operational facility for student support in The Learning Commons setting at a 4-year university. 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
Nancy Thompson Library Learning Commons (NTLC)



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