

School Office Manager
Kean University

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Posted Sep. 10, 2019, set to expire Jan. 10, 2020

Job Title	School Office Manager
Department	School of Mathematical Sciences
Institution	Kean University Union, New Jersey
Date Posted	Sep. 10, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Administrative Support/Services
Job Website	https://www.kean.edu/offices/human-resources-1/employment-opportunities
Apply By Email	math@kean.edu

Job Description

Under the direction of the Executive Director, the School Office Manager manages daily work operations for the School and is involved in all areas of planning and administration including student and faculty recruitment, budget development and personnel management. The individual is responsible for the general management and supervision of full-time and part-time support staff, graduate assistants and student assistants assigned to the School and acts as a consultant and resource to School personnel and committees. The School Office Manager also ensures that all time sheets for faculty and staff are accurate and absence from work for all employees, including cancellations of class and office hours are promptly reported to the Office of Human Resources and the Office of the Dean.

The School Office Manager will be responsible for maintaining student, program and school records and will be involved in the development of school policies and procedures for the operational direction of annual processes and events; and also does related work as required. This position requires a flexible schedule including evening and weekend hours. Off campus travel is required to Community

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Colleges, High Schools and other locations for outreach events and other activities.

Qualifications: Graduation from an accredited college with a Bachelor's degree and two years of professional experience supervising office operations or working in an institution of higher education is required. A Master's degree and professional experience providing student and/or faculty support services or managing office operations for an academic program in an institution of higher education is preferred. Excellent oral and written communication skills are essential.

Application: Please send cover letter, resume and contact information for three professional references to: Search Committee Chairperson, School of Mathematical Sciences, by email to math@kean.edu. 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 appointment.

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
School of Mathematical Sciences
Kean University
Union, NJ

Contact E-mail math@kean.edu