

## Professional Services Specialist IV Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=130327>

Downloaded On: Dec. 8, 2019 3:35am

Posted Oct. 2, 2019, set to expire Feb. 1, 2020

<b>Job Title</b>	Professional Services Specialist IV
<b>Department</b>	Office of Career Services/College of Education Collaborative
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Oct. 2, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Administrative Support/Services
<b>Job Website</b>	<a href="https://www.kean.edu/offices/human-resources/employment/staff-positions">https://www.kean.edu/offices/human-resources/employment/staff-positions</a>
<b>Apply By Email</b>	<a href="mailto:careerservicesjobs@kean.edu">careerservicesjobs@kean.edu</a>

### Job Description

Under general supervision of the Managing Assistant Director in the Career Services/College of Education Collaborative, the Professional Services Specialist IV (PSSIV) is responsible for performing basic professional functions using established policies, procedures and guidelines. The PSSIV acts as the first point of contact for students and visitors; provides information regarding procedures, forms, program requirements, the website and other related areas; and does related work as required. This position requires occasional evening and weekend hours.

Qualifications: Graduation from an accredited college with a Bachelor's degree and one year of professional experience working in a career services office or school district setting is required. Experience working with databases is strongly preferred. Prior professional work experience in a university setting is also preferred. Candidate must have a high level of competency with Microsoft

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Word, Excel and PowerPoint and excellent organizational, oral and written communication skills.

Application: Please send cover letter, resume and contact information for three professional references to: Ms. Susan Kandell, Managing Assistant Director, Office of Career Services, by email to [careerservicesjobs@kean.edu](mailto:careerservicesjobs@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 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** Ms. Susan Kandell  
Office of Career Services/College of Education  
Collaborative  
Kean University  
Union, NJ

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