

## School Office Manager Kean University

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Posted Oct. 4, 2019, set to expire Feb. 3, 2020

<b>Job Title</b>	School Office Manager
<b>Department</b>	School of Physician Assistant Studies
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Oct. 4, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories Associate/Assistant Director
<b>Academic Field(s)</b>	Health 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:pajobs@kean.edu">pajobs@kean.edu</a>

### 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 supervises the internship coordinator, if any, and 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

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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 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: Dr. Carol Biscardi, Executive Director, via email to [pajobs@kean.edu](mailto:pajobs@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** Dr. Carol Biscardi  
School of Physician Assistant Studies  
Kean University  
Union, NJ

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