

Professional Services Specialist IV Kean University

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Posted Nov. 13, 2019, set to expire Mar. 14, 2020

Job Title	Professional Services Specialist IV
Department	Office of Accreditation and Assessment
Institution	Kean University Union, New Jersey
Date Posted	Nov. 13, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational Services Administrative Support/Services
Job Website	https://www.kean.edu/offices/human-resources/employment/staff-positions
Apply By Email	vpajobs@kean.edu

Job Description

Under the supervision of the Director of the Office of Accreditation and Assessment, with work also assigned by the Associate Director, 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 the office and provides information to students, faculty, staff, administrators and external agencies regarding procedures, forms and accreditation and assessment requirements. The PSSIV is also responsible for updating and exporting information from databases, the office's website and other areas as directed; and does related work as required. This position requires a flexible schedule including evening and weekend hours.

Qualifications: Graduation from an accredited college with a Bachelor's degree and one year of professional experience working in an institution of higher education with academic assessment and/or

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accreditation, administrative or student affairs assessment, data analysis and outcomes assessment, academic program evaluation or institutional effectiveness and planning is required.

Application: Please send cover letter, resume and contact information for three professional references to: Search Committee Chairperson, Office of the Vice President for Academic Affairs, by email to vpajobs@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 Search Committee Chairperson
Office of Accreditation and Assessment
Kean University
Union, NJ

Contact E-mail vpajobs@kean.edu