

Program Assistant, Administrative Services
Kean University

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Posted Dec. 13, 2019, set to expire Apr. 13, 2020

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| Job Title | Program Assistant, Administrative Services |
| Department | Department of Public Safety and Police |
| Institution | Kean University Union, New Jersey |
| Date Posted | Dec. 13, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available Immediately |
| Job Categories | Professional Staff Other Administrative Categories |
| Academic Field(s) | Public Safety Administrative Support/Services |
| Apply By Email | hrjobs@kean.edu |

Job Description

Under the supervision of the Director of Public Safety and Police, the Program Assistant is responsible for performing basic professional functions using established policies, procedures, precedents and guidelines to ensure effective operations of the Department; acting as the assistant to the Director; assisting with the preparation and processing of training paperwork for employees; and performing additional duties as required.

Qualifications: Graduation from an accredited college with a Bachelor's degree required. Applicants who do not possess the required education may substitute experience on a year-for-year basis. Applicants who possess an Associate's degree may substitute two (2) years of position-related experience for the remaining two (2) years of education. Prior experience performing administrative functions in a public safety/law enforcement department and proficiency in Microsoft Office Suite, Enforsys, INFOCOP, Ellucian, TickeTrak and related software is preferred.

The selected candidate will be required to pass a four (4) month Working Test Period to become



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eligible for a regular appointment.

Application: Please send cover letter and resume to: Office of Human Resources, Recruitment Unit, Kean University by email to hrjobs@kean.edu. Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees 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 Recruitment Unit
Office of Human Resources
Kean University
1000 Morris Avenue
Union, NJ 07083

Phone Number 9087373300
Contact E-mail hrjobs@kean.edu