

**Associate Director III  
Kean University**

Direct Link: <https://www.AcademicKeys.com/r?job=142902>

Downloaded On: Sep. 24, 2020 2:48pm

Posted Jun. 9, 2020, set to expire Oct. 9, 2020

<b>Job Title</b>	Associate Director III
<b>Department</b>	New Jersey Center for Science, Technology and Mathematics
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Jun. 9, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Student Services Research/Technical/Laboratory 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:gcpjjobs@kean.edu">gcpjjobs@kean.edu</a>

**Job Description**

Under the supervision of the Director of the Genetic Counseling Graduate Program (GCGP), the Associate Director assists with the academic and administrative management of the Genetic Counseling Graduate Program and is responsible for assisting in the management of all program activities. The Associate Director works with the Director to develop and implement program policies and procedures; manages student observational and clinical experiences and acts as liaison to clinical sites; supervises student research projects; assists with managing admissions, marketing and recruitment processes; and does related work as required. The Associate Director may be required to teach two in-load courses each semester (spring and fall) in addition to assigned managerial duties and responsibilities. This position is located at the Union campus. It requires occasional travel and a flexible schedule including evening and weekend hours.

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**Qualifications:** Master's degree in Genetic Counseling or a related field; current Board Certification (ABGC or ABMGG for genetic counselors); and three years of professional experience as a genetic counselor is required. A minimum of five years of professional experience and knowledge and experience in teaching, clinical supervision, research and administration is preferred. Applicants should be familiar with current trends in genetic counseling including curricula, pedagogy, licensing, accreditation and career paths. Excellent organizational, interpersonal and oral/written communication skills are essential.

**Application:** Please send cover letter, resume and contact information for three professional references to: Ms. Jill Fischer, Director, Genetic Counseling Graduate Program, by email to [gcpjobs@kean.edu](mailto:gcpjobs@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. Jill Fischer  
New Jersey Center for Science, Technology and  
Mathematics  
Kean University  
Union, NJ

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