

Associate Director of Transfer Admissions
Kean University

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Posted Nov. 24, 2020, removed Jan. 21, 2021

Job Title	Associate Director of Transfer Admissions
Department	Office of University Admissions
Institution	Kean University Union, New Jersey
Date Posted	Nov. 24, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://www.kean.edu/offices/human-resources/employment/staff-positions
Apply By Email	admissionsjobs@kean.edu

Job Description

The Associate Director III reports to the Director of Transfer Admissions and assists with the administration of transfer admissions, including the development and implementation of a comprehensive recruitment strategy for transfer students consistent with Kean's enrollment objectives. The Associate Director will manage transfer application processes; facilitate in-person and virtual transfer events both on and off campus; work with offices on campus to facilitate and ensure an efficient application and admissions process; manage transfer admissions projects; strengthen and expand external relationships with high schools and community colleges; train staff; and perform related work as required. The Associate Director will assist with standardizing operational procedures and developing unit policies, as well as strategizing recruitment plans and marketing outreach. This position requires travel and a flexible schedule including evening and weekend hours.

The Associate Director is a key member of the enrollment services team who works in collaboration with other managers within the division to provide essential student support services and excellent



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customer service to prospective and current Kean University students, families and alumni.

This is not a remote position and requires physical presence on campus as determined by the Supervisor. It requires working on campus during the COVID-19 pandemic and interacting directly with students following all procedures and protocols set forth in the University's Restart Plan and any procedures/protocols created through additional correspondence. The employee must have the ability to wear a face covering for the duration of the workday during the COVID pandemic or as determined by university.

Qualifications: Graduation from an accredited college with a Bachelor's degree; two years of professional experience in admissions in higher education; a driver's license valid in NJ; and transportation for recruitment travel are required. Candidate must have knowledge of computer databases, information systems and new technologies, including social media, virtual platforms and higher education CRM systems (experience with Ellucian is a plus). Excellent oral and written communication skills are essential. Must be able to lift, handle and transport recruitment materials and equipment.

Application: Please send cover letter, resume and contact information for three professional references to: Ms. Sandra Mazara-Wheeler, Search Committee Chairperson, Office of University Admissions, via email to admissionsjobs@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. Sandra Mazara-Wheeler
Office of University Admissions
Kean University



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