

Data Management Specialist, Office of University  
Admissions – Pre-Enrollment Services Unit  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=228697>

Downloaded On: Nov. 21, 2024 3:08pm

Posted Jan. 11, 2024, set to expire Nov. 24, 2024

<b>Job Title</b>	Data Management Specialist, Office of University Admissions – Pre-Enrollment Services Unit
<b>Department</b>	
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Jan. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Information Technology Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Data-Management-Specialist--Office-of-University-Admissions---Pre-Enrollment-Services-Unit_R2567-1">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Data-Management-Specialist--Office-of-University-Admissions---Pre-Enrollment-Services-Unit_R2567-1</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**External Applicant Instructions**

- Please upload your resume/CV for automatic population of information to your Kean application.
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**Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.**

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

## **Office of University Admissions - Pre-Enrollment Services Unit**

### **Data Management Specialist**

Under the direction of the Associate Director of Admissions Operations, the Data Management Specialist (Professional Services Specialist 3) works in the Pre-Enrollment Services unit in University Admissions and is responsible for the data integrity of various Admissions systems including, but not limited to: Colleague, Slate and Informer. The Data Management Specialist strives to promote efficiency through creative technical solutions and assists the Associate Director and other staff with system development projects, user security, reporting, system integrations, testing, documentation and training, data integrity and access. The Data Management Specialist serves as project lead for admissions-related recruitment and retention data projects; collaborates with other division staff to provide essential admissions and student support services to prospective and current Kean University students; and does related work as required. *This position requires travel and a flexible schedule including evening and weekend hours. This is not a remote position and requires physical presence on campus as determined by the Supervisor.*

**Qualifications:** Graduation from an accredited college with a Bachelor’s degree and two years of professional experience in data processing supervision is required, preferably in an institution of higher education. Professional experience in a college/university admissions office and thorough knowledge of Colleague ERP and supplemental software, Slate CRM system and Microsoft Excel, Word and Adobe Suite software is preferred. Candidate must have excellent oral and written communication skills.



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Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

**Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.**

### **Additional Information**

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

### **Diversity & Non-Discrimination Statement**

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.



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**EEO/AA Statement**

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**