

Professional Services Specialist IV, Administrative
Services, Confidential
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=233754>

Downloaded On: Dec. 21, 2024 10:40am

Posted Apr. 2, 2024, set to expire Mar. 27, 2025

Job Title	Professional Services Specialist IV, Administrative Services, Confidential
Department	Human Resources
Institution	Kean University Union, New Jersey
Date Posted	Apr. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources Administrative Support/Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Professional-Services-Specialist-IV--Administrative-Services--Confidential--Human-Resources_R1191
Apply By Email	
Job Description	

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 Human Resources

Professional Services Specialist IV, Administrative Services, Confidential

Multiple Positions in Benefits, Employee Relations and Recruiting

Under the supervision of a manager in the Office of Human Resources, the Professional Services Specialist IV performs basic professional functions to assist with daily HR operations. Each Professional Services Specialist will provide generalist support to an HR Unit, including Benefits, Employee Relations and/or Recruiting.

The Professional Services Specialist uses Workday, the HRIS system, and completes assigned HR responsibilities in the assigned area. Additionally, this position may supervise student assistants and/or part-time employees and provides exemplary customer service. *These positions may require additional work hours during peak periods.*

Qualifications: Graduation from an accredited college with a Bachelor's degree and one (1) year of professional experience working in human resources or a related field is required. Specialized experience in benefits, employee relations, performance management, recruiting and onboarding practices in higher education is preferred. Applicants who do not possess the required education may substitute experience on a year for year basis. Candidate must have computer skills including knowledge of Microsoft Office programs, Google Docs and Adobe. Must have the ability to learn to utilize various types of electronic information systems used by HR including Workday and Datatel. Excellent oral and written communication skills are essential.

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



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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

As a condition of employment, external candidates are required to provide proof of COVID-19 vaccination prior to their start date. If you are unable to be vaccinated against COVID-19 for medical or religious reasons, you may submit a request for an exemption. If you are approved for an exemption from the COVID-19 vaccination requirement, you will be required to be tested for COVID-19 by the University on a regular schedule. All employees are expected to follow the University's current health and safety protocols for COVID-19 and any procedures/protocols created through additional correspondence.

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



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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.

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