

Managing Assistant Director, NJ GEAR UP Program
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=234724>

Downloaded On: Jun. 30, 2024 11:21am

Posted Apr. 16, 2024, set to expire Mar. 27, 2025

Job Title	Managing Assistant Director, NJ GEAR UP Program
Department	NJ GEAR UP Program
Institution	Kean University Union, New Jersey
Date Posted	Apr. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Associate/Assistant Director
Academic Field(s)	Multicultural Affairs/Diversity
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Managing-Assistant-Director--NJ-GEAR-UP-Program_R2777
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.**

NJ GEAR UP Program

Managing Assistant Director 2

New Jersey Gaining Early Awareness and Readiness for Undergraduate Programs (NJ GEAR UP) strives to increase the number of underrepresented students from low-income backgrounds who enter and succeed in postsecondary education. In partnership with the Office of the Secretary of Higher Education, Elizabeth School District and Kean University, the project will serve students from select target schools in grades 7th grade through their first year of postsecondary education. GEAR UP services are designed to increase the number of students progressing onto higher education, be successful in the baccalaureate and beyond. This program falls under Kean University’s Division of Entrepreneurial Education Initiatives. This position is grant funded and employment is contingent upon supporting grant funds.

The Managing Assistant Director will manage all NJ GEAR UP operations at Kean University. The Managing Assistant Director will manage the day-to-day administration of the grant and supervise a full-time Counselor in their daily work responsibilities. The Managing Assistant Director reports to the Senior Vice President of Entrepreneurial Education Initiatives. This position requires travel and a flexible schedule including evening and weekend hours.

Qualifications: Master’s degree from an accredited college and two years of professional experience in higher education, program management, working with high school populations and/or pre-college



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programs and/or experience working with underrepresented students is required. Candidates with a Bachelor's degree will also be considered. Preferred qualifications include: two years of professional experience leading a team and two years of professional experience working with 6th-12th grade populations and coordinating 6th-12th grade programming. Candidate must have the ability to work in a multi-project, fast-paced environment and meet concurrent deadlines. Excellent oral and written communication skills are essential.

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



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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