

Professional Services Specialist 4, Office of Human
Resources - Benefits Unit
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=237269>

Downloaded On: Dec. 21, 2024 7:12am

Posted Jun. 10, 2024, set to expire Mar. 27, 2025

Job Title	Professional Services Specialist 4, Office of Human Resources - Benefits Unit
Department	
Institution	Kean University Union, New Jersey
Date Posted	Jun. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Professional-Services-Specialist-4--Office-of-Human-Resources---Benefits-Unit_R2864
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 4, Administrative Services - *Confidential*

Benefits Unit

Under the supervision of the Managing Assistant Director of Benefits in the Office of Human Resources, the Professional Services Specialist is responsible for the enrollment of full-time employees in benefits throughout their life cycle and performs related work to assist the benefits unit as required. The employee will apply human resources principles, university policies and procedures and knowledge of federal and/or state regulations, laws, procedures and guidelines in the execution of their job functions. *This position may require some travel and 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 is required, with specific experience in Benefits or Higher Education preferred. Workday/HRIS experience is also preferred. Applicants who do not possess the required education may substitute experience on a year-for-year basis. Candidate must have advanced computer skills, such as knowledge of Microsoft Word, Excel, PowerPoint, Access and Google based applications. Excellent customer service skills and oral and written communication skills are essential.



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

Application: 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.

New Jersey SAME Program Applicants: If you are applying under the NJ State as a Model Employer of People with Disabilities (SAME) Program, your supporting documents (Schedule A or B Letter) must be submitted along with your resume by the closing date indicated above. For more information on the New Jersey SAME Program, please visit the website at: <https://nj.gov/csc/same/overview/index.shtml>, email: Same@csc.nj.gov or contact our Kean Recruiting Team at SAME@kean.edu.

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](#).



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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.

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