

Managing Assistant Director 2, Office of the Chief of Staff Kean University

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Posted Jun. 14, 2024, set to expire Mar. 27, 2025

Job Title	Managing Assistant Director 2, Office of the Chief of Staff
Department	Office of the Chief of Staff
Institution	Kean University Union, New Jersey
Date Posted	Jun. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research/Technical/Laboratory Communications/Public Relations Administrative Support/Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Managing-Assistant-Director-2--Office-of-the-Chief-of-Staff_R2877

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Job Description

Office of the Chief of Staff

Managing Assistant Director 2

Under the direction of the Chief of Staff, the Managing Assistant Director (MAD) will support the development and execution of a series of key University initiatives designed to enhance Kean's role as an anchor institution in the communities it serves. These projects include, but are not limited to: community outreach and program development related to the proposed academic research and

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community health center to be located in the newly acquired 1085 Morris Avenue building. The MAD will develop, manage and lead initiatives as assigned that promote and support the mission and values of the University's developing academic research and community health center, with particular emphasis on building connections with related regional industries. At the direction of the Chief of Staff, the MAD is also responsible for certain administrative and operational affairs, conducting research, developing papers and proposals, undertaking writing assignments, and representing the Chief of Staff at various meetings and functions as required. Such work may include certain accounting, regulatory and compliance requirements.

Under the guidance of the Chief of Staff, the MAD will coordinate communications and prepare special correspondence; and serve as a liaison to a variety of internal and external constituencies, supports the development of new policies and procedures for new initiatives, ensuring compliance with all applicable University, state and federal policies, guidelines, regulations and laws; and does related work as required. The MAD also will be required to coordinate as necessary and appropriate with other offices, including the Division of Planning as it relates to the 1085 initiative. This position requires travel and a flexible schedule including evening and weekend hours.

Qualifications: Graduation from an accredited college with a Bachelor's degree and two years of relevant professional experience is required. A Master's degree is preferred. 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.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact