

Associate Director, Kean's Bridge to Success Program
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=238407>

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Posted Jul. 1, 2024, set to expire Mar. 27, 2025

Job Title	Associate Director, Kean's Bridge to Success Program
Department	Bridge to Success Program
Institution	Kean University Union, New Jersey
Date Posted	Jul. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Educational Services Counseling Services Communications/Public Relations
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Associate-Director--Kean-s-Bridge-to-Success-Program_R2896
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.**

Kean’s Bridge to Success Program

Associate Director 3

Under the supervision of the Director of the Bridge to Success Program, the Associate Director of the Bridge to Success Program assists with achieving program goals; policy formation; program design; program implementation; program reports; private and public program proposals; grant proposals; program research; program data analysis; and program evaluation. The Associate Director is directly responsible for developing, organizing, supervising and managing three major Bridge to Success Program components: academic/educational advisement, professional counseling and tutoring. The Associate Director is responsible for the direct supervision of the Bridge to Success Student Development Specialists (professional staff), relative to the academic advisement component and the career, and personal and social counseling components. The Associate Director will develop and manage strategies and programming designed to increase persistence, retention and graduation rates; and does related work as required.

This position requires travel and a flexible schedule including evening and weekend hours. The Associate Director also assists the Director in managing Summer Academy activities, including orientation and the 5-week program. Responsibilities for the Summer Academy include supervising weekend activities and evening programming.

Qualifications: Master’s degree in Education, Counseling, Communications, Administration or a related field and a minimum of two years of professional experience in student advising is required. Supervisory experience is preferred. Candidate must be student-centered and know student development theory; must have intrusive advising experience; have a strong understanding of the needs and challenges facing students from diverse backgrounds; and have knowledge of Microsoft



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Office Suite, computer databases and new technologies, including web-based services and social media. Excellent oral and written communication skills are essential. Must also have the ability to travel and work evenings and weekends as needed, including during the Summer Academy.

The deadline for applications is July 15, 2024. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts for all degrees 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



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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

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