

LifeCycle Administrator
Kean University

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

Job Title	LifeCycle Administrator
Department	Kean IT
Institution	Kean University Union, New Jersey
Date Posted	Oct. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/LifeCycle-Administrator--Kean-IT_R3167

Apply By Email

Job Description

The LifeCycle Administrator (Professional Services Specialist 3, Computer Services) will implement and oversee all facets of IT assets, procurement, refresh projects, maintenance contracts, physical security and cyber security attributed to the assets. Reporting to the Director of Department Operations and utilizing our Kean tools, the LifeCycle Administrator (LCA) will ensure all assets are inventoried, tagged, secured and maintained. The LCA will also perform audits and oversee the refresh cycle of user and data center assets in the environment, except China.

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The LCA is responsible for independently performing professional work of greater difficulty using established policies, procedures, precedents and guidelines; and does related work as required. *This position may require travel and a flexible schedule as needed. This is not a remote position and requires physical presence on campus as determined by the Supervisor.*

Qualifications: Bachelor's degree from an accredited college or university and two (2) years of experience in one or more of the following is required: data processing, installation and maintenance of application programs, technical support, design and preparation of IT programs and/or managing IT processes and lifecycles. Master's degree in a relevant field and/or Certifications related to IT preferred. Applicants may substitute a Master's degree for one year of the required experience. Applicants who do not possess the required education may substitute experience on a year-for-year basis.

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

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