

**Coordinator of Evening and Weekend Operations (10
Months, Half-time)
Kean University**

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Posted Oct. 31, 2024, set to expire Mar. 27, 2025

Job Title	Coordinator of Evening and Weekend Operations (10 Months, Half-time)
Department	Miron Student Center Operations & Event Management
Institution	Kean University Union, New Jersey
Date Posted	Oct. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations Student Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Coordinator-of-Evening-and-Weekend-Operations--10-Months--Half-time---Miron-Student-Center-Operations---Event-Management_R3085-1
Apply By Email	
Job Description	

Coordinator of Evening and Weekend Operations (10 Months, Half-time)

Under the supervision of the Director of the Miron Student Center, the Coordinator of Evening and Weekend Operations (Professional Services Specialist 4) is responsible for supervising the Miron



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Student Center's part-time student worker staff, as well as patrons and visitors; supervising facilities under the responsibility of the Miron Student Center; monitoring evening and weekend activities coordinated and/or scheduled by the Miron Student Center or the Office of the Vice President for Student Affairs; and performing additional duties as required.

This is a ten-month, half-time position (17.5 hours per week) that requires a regular night and weekend work schedule. This ten-month position is effective from September 1st through June 30th annually.

Qualifications: Graduation from an accredited college with a Bachelor's degree and one year of professional experience working in student affairs or a hospitality environment is required. Experience working with student groups or in facilities management support and prior supervisory experience is preferred. Candidate must have the ability to effectively use and apply databases, spreadsheets, computer programs and software such as Microsoft Office, Google Documents and others. Excellent customer service skills and 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