

Dean's Office Support Specialist, College of Liberal Arts
Kean University

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Posted Jan. 24, 2025, set to expire May 26, 2025

Job Title	Dean's Office Support Specialist, College of Liberal Arts
Department	
Institution	Kean University Union, New Jersey
Date Posted	Jan. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Dean-s-Office-Support-Specialist--College-of-Liberal-Arts_R3272-1

Apply By Email

Job Description

College of Liberal Arts, Office of the Dean

Dean's Office Support Specialist

The Dean's Office Support Specialist (Professional Services Specialist 3) in the Office of the Dean independently performs professional functions to assist with a range of day-to-day operations including academic, administrative and student support and provides direct assistance to Kean students, staff and faculty. This position will report to the Assistant Dean and have work assignments coordinated by the Assistant Dean, Associate Dean and Dean.

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The Support Specialist will provide outstanding customer service to support students, staff and faculty. All work performed will support students and the academic, research and student-support operations of the College.

The Support Specialist acts as one of the first points of contact for students, faculty, staff and visitors entering the Office of the Dean in-person or contacting the department by phone or email; provides information to students, faculty, staff and visitors regarding College procedures, forms and other related areas; and does related work as required. *This position may require 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 professional work experience in an institution of higher education, education or a related position is required. Prior work experience in higher education providing academic support services is preferred. Internal applicants who do not possess the required education may substitute full-time related Kean work experience on a year-for-year basis. A Master's degree in a related field may be substituted for one year of the required experience. Candidate must have the ability to use computer software including, but not limited to: Microsoft Office Suite, learning management/web-based learning systems, HRIS, social media, Google platforms and website content management software. Strong oral and written communication skills, excellent organizational skills and excellent customer service 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