

Campus Scheduling and Events Manager, Office of
Conference and Event Services
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=253052>

Downloaded On: Feb. 22, 2025 12:15pm

Posted Feb. 13, 2025, set to expire Jun. 15, 2025

Job Title	Campus Scheduling and Events Manager, Office of Conference and Event Services
Department	
Institution	Kean University Union, New Jersey
Date Posted	Feb. 13, 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/Campus-Scheduling-and-Events-Manager--Office-of-Conference-and-Event-Services_R3365
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.**

Office of Conference and Event Services

Campus Scheduling and Events Manager

Two Positions

Under the direction of the Executive Director of Conference and Event Services, the Campus Scheduling and Events Manager (Managing Assistant Director 3) manages the development and implementation of campus-wide scheduling and event publishing software for the scheduling of facilities, resources and support services. The Campus Scheduling and Events Manager assists in the planning and development of University event reservation policies, procedures and guidelines; manages the efficient and effective use of campus facilities and grounds; oversees all aspects of the University's scheduling and reservations services for university administrators, faculty, staff, students and external groups; assists in managing major University-sponsored events and externally-sponsored events, including summer camps and conferences; and does related work as required. *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 professional experience in scheduling and/or events coordination, marketing or sales is required.



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Advanced knowledge of and experience working with scheduling and calendar publishing software is also required. Master's degree and experience in scheduling and/or events coordination in higher education is preferred. Candidate must be a highly organized, detail-oriented team player with exceptional customer service skills and demonstrate a high level of problem solving, critical thinking, oral and written communication, interpersonal and listening skills.

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.

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.



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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

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



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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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