

Student Government Coordinator  
Kean University

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Downloaded On: Apr. 1, 2025 8:00pm

Posted Mar. 26, 2025, set to expire Jul. 25, 2025

<b>Job Title</b>	Student Government Coordinator
<b>Department</b>	Office of Student Government
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Mar. 26, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Student-Government-Coordinator--Office-of-Student-Government_R3368-1">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Student-Government-Coordinator--Office-of-Student-Government_R3368-1</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Office of Student Government

**Student Government Coordinator**

Under the supervision of the Director, with work also assigned by the Assistant Director, the Student Government Coordinator (Professional Services Specialist 3) is responsible for independently performing professional functions for the Office of Student Government using established policies, procedures and guidelines.

The Student Government Coordinator provides advisement, guidance and support to students related to programs, events and activities sponsored by Student Government; oversees budget, procurement

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processing and tracking of expenditures from inception to completion; works with students and in conjunction with supervisors to develop, oversee and administer programs run by the Office of Student Government; provides professional support to assist with all Office of Student Government initiatives; and does related work as required. *This position requires a flexible schedule including early morning, evening and weekend hours. Some travel may also be required.*

Qualifications: Graduation from an accredited college with a Bachelor's degree and two years of professional experience in higher education, education or other related field is required. Experience in Student Affairs and accounting processes is preferred. A Master's degree in a related field may be substituted for one year of the required experience. Candidate must have proficiency in Microsoft Suite and excellent oral and written communication skills. The ability to work in Canva, Workday, Ellucian, Campus Labs, ESM and EMS is a plus.

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