

Professional Services Specialist 4, Department of
Physician Assistant Studies
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=255888>

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Posted Apr. 15, 2025, set to expire Mar. 27, 2026

Job Title	Professional Services Specialist 4, Department of Physician Assistant Studies
Department	Physician Assistant Studies
Institution	Kean University Union, New Jersey
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Professional-Services-Specialist-4--Department-of-Physician-Assistant-Studies_R3391-1
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.**

Department of Physician Assistant Studies

Professional Services Specialist 4

Under the supervision of the Executive Director, with work also assigned by the Director of Clinical Education in the Department of Physician Assistant Studies, the Professional Services Specialist is responsible for performing basic professional functions to support all school operations using established policies, procedures and guidelines. The Professional Services Specialist assists with preparing correspondence for clinical sites; maintains records and files according to accreditation guidelines; provides information to students, faculty, staff and visitors regarding clinical/academic procedures, forms, program requirements, the department website and other related areas; 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 one year of professional experience in a health-related setting or academic department in higher education related to a healthcare profession is required. Internal applicants who do not possess the required education may substitute full-time related Kean work experience on a year-for-year basis. Working knowledge of university information systems including KeanWise and Ellucian is preferred. Knowledge of medical terminology and experience working with healthcare entities is also preferred. Candidate must have a high level of competency with Microsoft Word, Excel and PowerPoint. Excellent 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.

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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.

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](#).

Mission Statement

Kean University, New Jersey's first Urban Research University, creates a world-class, innovative and inclusive society through equity and excellence in teaching, learning, global research, and impactful public engagement.

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.

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Contact

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