

Campus Scheduling and Events Manager Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=258568>

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Posted Jun. 23, 2025, set to expire Mar. 27, 2026

Job Title	Campus Scheduling and Events Manager
Department	Office of Conference and Event Services
Institution	Kean University Union, New Jersey
Date Posted	Jun. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Communications/Public Relations
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Campus-Scheduling-and-Events-Manager--Office-of-Conference-and-Event-Services_R3509
Apply By Email	
Job Description	

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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 is required. Advanced knowledge of and experience working with a Customer Relationship Management scheduling and calendar publishing software is also required. A Master's degree and experience in scheduling and/or events coordination in higher education is preferred. Candidate must be a highly organized, detail-oriented individual 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.

In compliance with New Jersey's Pay Transparency Law, the annual salary range for this position is: \$66,000 - \$75,000. This position may also be eligible for a comprehensive benefits package, including health and dental insurance, a retirement plan and benefits for work life balance. For a full overview of our benefits offerings, please refer to our [Kean University Benefits website](#).

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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