

Manager of Operations Kean University

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Posted Jul. 16, 2025, set to expire Mar. 27, 2026

Job Title	Manager of Operations
Department	Kean IT
Institution	Kean University Union, New Jersey
Date Posted	Jul. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Information Technology
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Manager-of-Operations--Kean-IT_R3635

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Job Description

The Manager of Operations (Managing Assistant Director 2) is responsible for overseeing procurement, project management, demand management and special projects for Kean Information Technology (Kean IT). Reporting to the Director of Operations, the Manager of Operations analyzes existing processes, identifies inefficiencies and develops and implements policies and strategies to streamline workflows and improve productivity. This could include anything from optimizing resources to improving customer service processes. The Manager of Operations contributes to the overall strategic direction of the department and translates high-level business objectives into actionable operational plans and ensures that daily activities align with long-term goals. This position requires travel and a flexible schedule including evening and weekend hours.

Qualifications: Bachelor's degree from an accredited college and two years of professional experience

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in IT working in procurement, project management and/or demand management is required. Candidate must have strong leadership and organizational skills; excellent communication and interpersonal skills; and the ability to work effectively in a fast-paced and dynamic environment.

The deadline for applications is July 29, 2025. **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

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