

Coordinator of New Alumni and Student Engagement Kean University

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Posted Aug. 1, 2025, set to expire Mar. 27, 2026

Job Title	Coordinator of New Alumni and Student Engagement
Department	Office of University Relations
Institution	Kean University Union, New Jersey
Date Posted	Aug. 1, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Coordinator-of-New-Alumni-and-Student-Engagement--Office-of-University-Relations_R3654-1

Apply By Email

Job Description

Under the supervision of the Director of Alumni Engagement, the Coordinator of New Alumni and Student Engagement (Professional Services Specialist 3) will oversee Kean's new alumni and student engagement strategies. This includes partnering with campus colleagues to increase participation among new alumni and students in engagement activities. The Coordinator develops, plans and executes innovative engagement strategies and events that optimize and improve connections and networking opportunities with new alumni and students. This position will educate the student body on the importance of alumni involvement with the University after graduation and manage the GOLD (Graduates of the Last Decade) alumni program. *This position requires travel and a flexible schedule including evening and weekend hours.*

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Qualifications: Graduation from an accredited college with a Bachelor's degree and two years of professional experience in an institution of higher education, education or related field is required. This experience must include project and program development and implementation. A degree in the field of Education, Public Relations, Liberal Arts, Communications or other related field of study is preferred. A Master's degree in a related field may be substituted for one year of the required experience. Candidate must have strong writing and relationship-building 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.

Contact Information

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

Contact

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