

Director of Affirmative Action Programs  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=228701>

Downloaded On: May. 9, 2024 2:32pm

Posted Jan. 11, 2024, set to expire May 12, 2024

<b>Job Title</b>	Director of Affirmative Action Programs
<b>Department</b>	
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Jan. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Multicultural Affairs/Diversity
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Director-of-Affirmative-Action-Programs_R2598">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Director-of-Affirmative-Action-Programs_R2598</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**External Applicant Instructions**

- Please upload your resume/CV for automatic population of information to your Kean application.
- 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.
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**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.**

**Office of Affirmative Action Programs**

**Director of Affirmative Action Programs**

Under the general supervision of the Chief of Staff, the Director of Affirmative Action Programs (Director 2) works with University community leaders to develop proactive programs in the areas of Equal Employment Opportunity and Affirmative Action (EEO/AA) and diversity and social equity; leads campus efforts related to the strategic and effective implementation of policies addressing discrimination and harassment; and serves as Title IX Coordinator. The Director serves as an advisor to the President’s Office on issues that support and advance the University's mission and facilitates institutional EEO/AA, diversity and related compliance efforts. *This position requires travel and a flexible schedule including evening and weekend hours.*

**Qualifications:** Master’s degree from an accredited college and four years of administrative experience in diversity and equity, affirmative action, and resolution of discrimination and harassment complaints at a higher education institution or a similar organization is required. Equivalent education/experience may be determined by the University. A Law degree (Juris Doctor, Master of Legal Studies, etc.) is preferred. Candidate must have thorough knowledge and understanding of federal and state nondiscrimination and EEO laws, including Title IX, Title VII, ADA and other civil rights laws applicable to the University. Excellent analytical skills and written and oral 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](#).

### **Diversity & Non-Discrimination Statement**

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

### **EEO/AA Statement**

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

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**Contact Information**

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

**Contact**

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