

Department Support Specialist, Department of Advanced  
Studies in Psychology  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=229162>

Downloaded On: May. 8, 2024 11:02pm

Posted Jan. 19, 2024, set to expire May 20, 2024

<b>Job Title</b>	Department Support Specialist, Department of Advanced Studies in Psychology
<b>Department Institution</b>	Department of Advanced Studies in Psychology Kean University Union, New Jersey
<b>Date Posted</b>	Jan. 19, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Department-Support-Specialist--Department-of-Advanced-Studies-in-Psychology_R2581-1">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Department-Support-Specialist--Department-of-Advanced-Studies-in-Psychology_R2581-1</a>

**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 Advanced Studies in Psychology**

### **College of Health Professions and Human Services**

#### **Department Support Specialist**

The Department Support Specialist (Professional Services Specialist 4) in the Department of Advanced Studies in Psychology performs basic professional functions to assist with all academic department operations and provides direct support to Kean students and faculty. This position will have work assignments coordinated by the Department Chairperson, with performance jointly managed between the Department Chair and Dean's Office staff. Tasks may be assigned by the Department Chair and Dean's Office management.

The Department Support Specialist will provide outstanding customer service to support students, prospective students, alumni and the general public. The Department Support Specialist will also support the Department Chair and department faculty and will work closely with all department faculty and staff to provide a service-oriented atmosphere to assist students. All work performed will support students and the academic, research and service operations of the department.

The Department Support Specialist acts as the first point of contact for students and visitors entering the department in-person or contacting the department by phone or email; provides information to students, faculty, staff and visitors regarding department procedures, forms, program requirements, the department's 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 work experience in an institution of higher education, education or a related position is required. Prior work experience in higher education providing student and faculty support services in an academic department is preferred. Internal applicants who do not possess the required education may substitute full-time related Kean work experience on a year-for-year basis. A Master's degree in a

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related field may be substituted for one year of the required experience. Candidate must have the ability to use computer software including, but not limited to: Microsoft Office Suite, learning management/web-based learning systems, HRIS, social media, Google platforms and website content management software. Keanwise and Ellucian experience is preferred. Candidate must have strong oral and written communication skills, excellent organizational skills and excellent customer service 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.

**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

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**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**

#### **Contact Information**

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

#### **Contact**

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