

Employee Relations Manager, Office of Human
Resources
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=229246>

Downloaded On: May. 8, 2024 12:10pm

Posted Jan. 22, 2024, set to expire May 23, 2024

Job Title	Employee Relations Manager, Office of Human Resources
Department	
Institution	Kean University Union, New Jersey
Date Posted	Jan. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Employee-Relations-Manager--Office-of-Human-Resources_R2628

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.**

Office of Human Resources

Employee Relations Manager

Under the supervision of the Director for Human Capital Management (HCM), the Employee Relations Manager (Managing Assistant Director 2) has primary responsibility for Performance Management and Employee Relations Initiatives overseen by the Office of Human Resources. The Employee Relations Manager develops and implements personnel-related processes and procedures in connection with assigned areas of responsibility; and does related work as required. *This position may require 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 working with Human Resources management and compliance issues is required. Master's degree is preferred. Candidate must have demonstrated working knowledge of federal, state and local laws and regulations applicable to human resources; a solid foundation in the facilitation of mediation conversations and coaching, with a focus on relationship building and conflict resolution; excellent presentation, communication and project management skills; and proficiency with Microsoft Office applications and Workday HRIS.

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The deadline for applications is February 5, 2024. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts for all degrees 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

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.

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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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