

Scheduling and Registration Coordinator Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=229640>

Downloaded On: May. 9, 2024 11:15am

Posted Jan. 29, 2024, set to expire May 28, 2024

Job Title	Scheduling and Registration Coordinator
Department	Office of the Registrar – Scheduling Unit
Institution	Kean University Union, New Jersey
Date Posted	Jan. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Scheduling-and-Registration-Coordinator--Office-of-the-Registrar---Scheduling-Unit_R2617-1
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 the Registrar - Scheduling Unit

Scheduling and Registration Coordinator

Under the supervision of the Associate Registrar for Scheduling, the Scheduling and Registration Coordinator (Professional Services Specialist 2) is responsible for aiding in the development and maintenance of a comprehensive academic course schedule. This role requires collaboration with academic leadership, faculty, students and other stakeholders to facilitate the registration process, maintain course scheduling, and contribute to the overall success of the Office of the Registrar. The Scheduling and Registration Coordinator also processes advanced registration requests while also investigating and resolving issues related to course registration and scheduling using Ellucian Colleague. Additionally, this position supports the functions of the Office of the Registrar in the areas of registration, records maintenance and management, graduation, curriculum and customer service, as needed and does related work as required. *This position requires a flexible schedule including occasional evening and weekend hours. Occasional travel to the Kean Satellite campuses is required.*

Qualifications: Graduation from an accredited college with a Master's degree and three years of professional experience in a field related to academic records, registration or scheduling is required, preferably in an institution of higher education. Candidates with a Bachelor's degree will also be considered. Experience within an Office of the Registrar or academic administration (Office of the Provost, Office of the Dean, academic department) is highly preferred, as well as experience with Ellucian, Virtual EMS, Entrinsik Informer and academic scheduling platforms. Candidate must have excellent oral and written communication skills.

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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

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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