

Assistant Director for Kean Ocean Student Services,
Division of Student Affairs
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=230639>

Downloaded On: May. 9, 2024 10:07am

Posted Feb. 13, 2024, set to expire Jun. 14, 2024

Job Title	Assistant Director for Kean Ocean Student Services, Division of Student Affairs
Department	
Institution	Kean University Union, New Jersey
Date Posted	Feb. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/job/Toms-River-New-Jersey/Assistant-Director-for-Kean-Ocean-Student-Services--Division-of-Student-Affairs_R2625-1

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.**

Division of Student Affairs

Kean Ocean Student Services

Assistant Director for Kean Ocean Student Services

Working under the direction of the Director of the Center for Leadership and Service at the Union campus, with the Dean of Kean Ocean or their managerial designee providing day-to-day oversight at Kean Ocean, the Assistant Director for Kean Ocean Student Services (Assistant Director 3) provides leadership and the coordination and supervision of student services on the Kean Ocean campus and provides oversight for annual events, including Welcome Week, Kean Day, Student Services Expo, National Days of Service and Commencement activities.

The Assistant Director for Kean Ocean Student Services provides administrative supervision for the daily operations of student groups and student government organizations. This position prompts and cultivates student success through the administration of programs and services developed and coordinated through close working relationships with the Office of Student Government and the Office of the Center for Leadership and Service, in addition to the Kean Ocean Administrative Office and counterparts at Ocean County College. The Assistant Director works collaboratively with other departments and Kean Ocean staff to coordinate services in support of student needs. *This position requires a flexible schedule including evening and weekend hours.*

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This position is located at the Kean Ocean campus in Toms River, NJ (on the grounds of Ocean County College). Initial training will be provided at the Union campus, and occasional travel to the Union campus is required. This is not a remote position and requires physical presence on campus as determined by the Supervisor.

Qualifications: Bachelor's degree from an accredited college and two years of professional experience in student development, campus life, co-curricular programming or a related student affairs/student services position is required. A Master's degree in student personnel, higher education administration or a related field is preferred. Candidate must demonstrate a theoretical foundation in the principles and practices of leadership; possess excellent interpersonal, oral and written communication skills; strong organizational skills; and knowledge of Microsoft Office programs, Google products and social media. The ability and willingness to work and communicate effectively with a diverse population is 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.

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.

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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

Contact Information

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

Contact

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