

Director, Office of Student Government
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=229064>

Downloaded On: May. 9, 2024 12:48pm

Posted Jan. 18, 2024, set to expire May 19, 2024

Job Title	Director, Office of Student Government
Department	
Institution	Kean University Union, New Jersey
Date Posted	Jan. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Director--Office-of-Student-Government_R2624
Apply By Email	
Job Description	

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.

Director, Office of Student Government

Under the direction of the Vice President for Student Affairs, the Director of the Office of Student Government (Director 4) is responsible for managing administrative operations, programming and assessment for the Office of Student Government. The Director develops policies and procedures; establishes strategic goals and objectives that support student development; supervises staff and work operations; and does related work as required.

The Director provides leadership to staff and students and works closely with the Student Class representatives and the Executive Boards for the Student Government Association and Graduate Student Government. The Director will demonstrate knowledge of best practices in student programming, student leadership development, student governance and student organizations and implement those to enhance operations. *This position requires travel and a flexible schedule including evening and weekend hours.*

Qualifications: Bachelor's degree from an accredited college and two years of administrative/management experience in student affairs with specific knowledge of Student Governance, budgeting and staff supervision is required. A Master's degree is preferred. Candidate must have excellent communication skills (written and verbal), time management skills and computer skills (word processing, spreadsheets, email, database applications and online social media). A genuine interest in working directly with students and knowledge of student development theory 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.

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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

Contact Information

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

Contact

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