

Director of Career Services, Office of Career Services  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=232324>

Downloaded On: May. 8, 2024 9:04pm

Posted Mar. 4, 2024, set to expire Jul. 4, 2024

<b>Job Title</b>	Director of Career Services, Office of Career Services
<b>Department</b>	
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Mar. 4, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - General
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Director-of-Career-Services--Office-of-Career-Services_R2711">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Director-of-Career-Services--Office-of-Career-Services_R2711</a>

**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.
- 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.

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**Office of Career Services**

**Director of Career Services**

Under the direction of the Assistant Vice President of Strategic Initiatives, the Director of Career Services (Director 3) oversees the Office of Career Services and organizes, plans and directs all work operations and services provided to Kean students and alumni. The Director provides overall leadership and oversight of operational and personnel functions for the Office; develops goals, policies and procedures; and does related work as required. *This position requires travel and a flexible schedule including evening and weekend hours.*

Qualifications: Bachelor's degree from an accredited college and three years of relevant professional experience is required. A Master's degree and five years of experience in professional staff supervision, budget management and employer development is preferred. Candidate must have strong technical proficiency and excellent oral and written communication 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

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**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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