

Associate Director of Learning Support Services, Nancy  
Thompson Learning Commons (NTLC)  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=232326>

Downloaded On: May. 8, 2024 11:34am

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

<b>Job Title</b>	Associate Director of Learning Support Services, Nancy Thompson Learning Commons (NTLC)
<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>	Associate/Assistant Director
<b>Academic Field(s)</b>	Undergraduate Education
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Associate-Director-of-Learning-Support-Services--Nancy-Thompson-Learning-Commons--NTLC-_R2709">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Associate-Director-of-Learning-Support-Services--Nancy-Thompson-Learning-Commons--NTLC-_R2709</a>

**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.**

## **Nancy Thompson Learning Commons (NTLC)**

### **Associate Director of Learning Support Services**

Under the supervision of the Director of Learning Support Services (LSS), the Associate Director of Learning Support Services (Associate Director 3) assists with managing LSS, with a focus on the Writing Center. The Associate Director works with the Director to assist with programming to meet the needs of NTLC in its ongoing transformation through dynamic changes in all aspects of Learning Support Services and the connectivity to research and scholarly works. The Associate Director will implement training and oversight of an increasingly networked, interactive and collaborative environment in which student are provided support anytime and anywhere, not just remediation or skill sets development. The Associate Director will continuously work to meet the needs of the Kean University community at large and uphold the NTLC mission that ensures equity, access and academic excellence through data-driven decision-making and practice. These include changes in how student learning is acquired, delivered, consumed, shared and reconstituted among Kean University students, faculty and staff for educational, research and professional development purposes.

The Associate Director manages day-to-day activities, with a primary focus on the Writing Center and designs and implements innovative writing support programs and initiatives to address the needs of a diverse student population. The Associate Director is responsible for training and evaluating assigned personnel, including the use of data-driven assessment and hiring; and does related work as required.

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This position requires a flexible schedule, including evening and weekend hours. Work schedule is assigned according to shifts/rotations to cover 24/7 facility and service operations that may vary by academic and calendar year.

Operations management includes the Kean USA campus in Union, New Jersey, as well as other programs at Kean Ocean and Kean Skylands, and working collaboratively with our additional location Wenzhou-Kean University, in China. This position requires occasional travel to and assignments of work at other locations.

Qualifications: Master's degree in English, Writing, Education or a related field from an accredited college and two years of professional experience in a research, educational and/or learning commons setting with advanced understanding of digital and face-to-face delivery of services and best practices to support services and student engagement is required. Candidates holding a Bachelor's degree with Master's equivalent experience such as an extraordinary record of accomplishments in a research, educational and/or a learning commons setting will be considered as determined by the University. Ph.D. in English, Writing, Education or a related field; specialty in Education, Instructional Design or student learning support pedagogy; and prior experience in the delivery and/or direction of writing is preferred. Candidate must have a strong understanding of the evolving issues and trends in higher education and library transformation to the Learning Commons setting. Excellent oral and written communication skills are 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**

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

**Contact**

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