

Director of Residential Student Services  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=156774>

Downloaded On: May. 14, 2021 7:20am

Posted Apr. 1, 2021, set to expire Aug. 1, 2021

<b>Job Title</b>	Director of Residential Student Services
<b>Department</b>	
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Apr. 1, 2021
<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>	Student Affairs Residential Life
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/job/Union-New-Jersey/Director-of-Residential-Student-Services_R368-1">https://kean.wd1.myworkdayjobs.com/en-US/Kean/job/Union-New-Jersey/Director-of-Residential-Student-Services_R368-1</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.

Office of Residential Student Services

Director of Residential Student Services

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The Director of Residential Student Services (Director III) is a full-time, twelve-month employee in the Division of Student Affairs. The Director of Residential Student Services is responsible for a diverse residential population of more than 2,000 students and serves as part of the leadership team that encourages innovation and provides vision, leadership and strategic direction to the Office of Residential Student Services.

Reporting to the Associate Vice President for Student Affairs, the Director serves as the Chief Residence Life Officer. In this capacity, the Director has responsibility for the ultimate supervision of the Office for Residential Student Services; develops and implements policies and procedures regarding the residential community; and coordinates, monitors and prepares the Office of Residential Student Services budget. The Director also serves in the on-call duty rotation and responds to crisis and emergency situations.

The Director will provide leadership for a comprehensive residential educational initiative which includes living-learning communities, academic enrichment programs and general activities that promote student engagement and address the educational and social needs of the residential population. This position requires travel and a flexible schedule including evening and weekend hours.

This is not a remote position and requires physical presence on campus as determined by the Supervisor. It requires working on campus during the COVID-19 pandemic and interacting directly with students following all procedures and protocols set forth in the University's Restart Plan and any procedures/protocols created through additional correspondence. The employee must have the ability to wear a face covering for the duration of the workday during the COVID pandemic or as determined by university protocol.

Qualifications: Master's degree in Student Personnel Administration, Higher Education, Counseling and Development or a related field and a minimum of three years of progressive responsibility within a comprehensive residence life program in a higher education setting, including staff supervision, budget management and operations is required. Five or more years of experience is preferred. Candidate must possess strong organizational skills and have the ability to work collaboratively with a culturally diverse community. 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 for all degrees are required prior to the starting date of employment.

### Additional Information

Kean University complies with the New Jersey First Act (Senate Bill No. 1730, P.L. 2011, Chapter 70).



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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