

Managing Assistant Director 3 Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=207960>

Downloaded On: Sep. 30, 2023 3:17am

Posted Mar. 28, 2023, set to expire Mar. 27, 2024

Job Title	Managing Assistant Director 3
Department	Office of University Procurement and Business Services
Institution	Kean University Union, New Jersey
Date Posted	Mar. 28, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Business & Administration
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Managing-Assistant-Director-3--Office-of-University-Procurement-and-Business-Services_R2001
Apply By Email	
Job Description	

External Applicant Instructions

- Please upload your resume/CV for automatic population of information to your Kean application.
-

Managing Assistant Director 3 Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=207960>

Downloaded On: Sep. 30, 2023 3:17am

Posted Mar. 28, 2023, set to expire Mar. 27, 2024

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 University Procurement and Business Services

Managing Assistant Director 3

Under the direction of the Associate Vice President of University Procurement and Business Services or their designee, the Managing Assistant Director is responsible for exercising general management and supervision over procurement processes and daily work operations. The Managing Assistant Director manages responsibilities including, but not limited to: contract preparation, control, monitoring, amendment and evaluation; ensures compliance with all established guidelines; and does related work as required. This position requires a flexible schedule including evening and weekend hours. Travel may also be required.

Qualifications: Graduation from an accredited college with a Bachelor’s degree and two years of professional experience in procurement or a business services field is required. Candidate must have knowledge of techniques/procedures essential to procurement through competitive bidding and knowledge of contract negotiations and negotiable instruments. Excellent oral and written communication skills are essential.

The deadline for applications is April 10, 2023. **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.

Managing Assistant Director 3 Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=207960>

Downloaded On: Sep. 30, 2023 3:17am

Posted Mar. 28, 2023, set to expire Mar. 27, 2024

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

As a condition of employment, external candidates are required to provide proof of COVID-19 vaccination prior to their start date. If you are unable to be vaccinated against COVID-19 for medical or religious reasons, you may submit a request for an exemption. All employees are expected to follow the University's current health and safety protocols for COVID-19 and any procedures/protocols created through additional correspondence.

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.



Managing Assistant Director 3 Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=207960>

Downloaded On: Sep. 30, 2023 3:17am

Posted Mar. 28, 2023, set to expire Mar. 27, 2024

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

,