

Associate Director of Athletics for Internal Affairs
Kean University

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Posted Apr. 22, 2024, set to expire Mar. 27, 2025

Job Title	Associate Director of Athletics for Internal Affairs
Department	
Institution	Kean University Union, New Jersey
Date Posted	Apr. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Athletics
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Associate-Director-of-Athletics-for-Internal-Affairs_R2789
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.

Department of Athletics and Recreation

Associate Director of Athletics for Internal Affairs

Reporting to the Director of Athletics and Recreation, the Associate Director of Athletics for Internal Affairs (Associate Director 2) will develop and implement financial strategic direction in support of our student-athlete experience, ensuring strong communication, integration and teamwork across the entire organization. The Associate Director will serve as a trusted advisor to the Deputy Chief of Staff and Director of Athletics and Recreation regarding the financial operations and financial strategy of the department. Additionally, this role will serve as a member of the Athletic Department Leadership team and will lead efforts in forecasting, monitoring and managing all of the department's daily and long-term financial activities, with a strong focus on revenue generating strategies.

The primary focus of this position will include leadership and strategic oversight to areas that influence revenue and financials, including business operations, facility & event management, ticketing, fan experience/engagement, corporate relations, data & analytics, business innovation, and information technology support for athletics (embedded positions from central campus). In consultation with the Director, this position also leads in liaising with our development team to develop priorities for fundraising and effective gift management strategies. Sports supervision and related duties are performed as assigned. *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 professional experience managing athletics operations in an institution of higher education is required. A Master's degree in Business, Accounting or Finance is preferred. Previous experience in business leadership roles within higher education and/or the sports industry is desired, with a proven track record of setting and achieving high financial goals and objectives. Candidate must possess excellent organizational, management, communication, interpersonal and problem-solving skills and the ability to predict and

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engage in conversations regarding future industry trends. The ideal candidate is an innovative and creative thinker who brings new ideas and strategies to the team; will possess the ability to build strong relationships with key department, university and industry individuals to result in strong collaboration and strategy; be a strong leader of vision and people and confident in strategic planning and creative revenue generation; and maintain a demonstrated commitment to an inclusive culture through recruitment, selection and supervision of personnel.

The deadline for applications is May 6, 2024. **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 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,



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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