

Assistant Vice President of New Student Experience and
Diversity Initiatives
Kean University

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Posted May 23, 2024, set to expire Mar. 27, 2025

Job Title	Assistant Vice President of New Student Experience and Diversity Initiatives
Department	Division of Administration
Institution	Kean University Union, New Jersey
Date Posted	May 23, 2024
Application Deadline	June 5, 2024
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Student Affairs Multicultural Affairs/Diversity
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Assistant-Vice-President-of-New-Student-Experience-and-Diversity-Initiatives--Division-of-Administration_R2843
Apply By Email	
Job Description	

Division of Administration

Assistant Vice President of New Student Experience and Diversity Initiatives

Reporting to the Vice President of Administration, the Assistant Vice President of New Student Experience and Diversity Initiatives will play a crucial role in enhancing the transition experience for incoming students while championing diversity and inclusion initiatives across campus. The successful candidate will demonstrate strong leadership skills, exceptional organizational abilities and a passion



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for creating a welcoming and supportive environment for all students. The Assistant Vice President oversees areas including, but not limited to the following: new/transfer student orientation processes; student assessment; the Office of Diversity, Equity and Inclusion; student engagement; assessment and evaluation; and other administrative areas and projects as assigned. *This position requires travel and a flexible schedule including evening and weekend hours.*

Qualifications: Bachelor's degree from an accredited college and a minimum of six years of professional experience in higher education administration is required. A Master's degree in a related field and professional work experience in higher education with a focus on new student experience, diversity initiatives and assessment/evaluation is preferred. Equivalent education and/or experience may be determined by the university. Candidate must have demonstrated leadership abilities and a track record of building collaborative relationships across departments, as well as a strong understanding of diversity, equity and inclusion principles and their application in higher education settings. Excellent administrative and organizational skills; excellent data-gathering, management, analysis and reporting skills; supervisory experience; and excellent oral and written communication skills are essential.

The deadline for applications is June 5, 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.

Contact Information

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

Contact