

Assistant Director for Residential Recruitment, Office of
Residence Life
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=236642>

Downloaded On: Nov. 24, 2024 7:19am

Posted May 28, 2024, set to expire Mar. 27, 2025

Job Title	Assistant Director for Residential Recruitment, Office of Residence Life
Department	
Institution	Kean University Union, New Jersey
Date Posted	May 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Residential Life
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Assistant-Director-for-Residential-Recruitment--Office-of-Residence-Life_R2800-1
Apply By Email	
Job Description	

Office of Residence Life

Assistant Director for Residential Recruitment

Under the supervision of the Director of the Office of Residence Life, the Assistant Director for Residential Recruitment (Assistant Director 3) works as part of a team to enable the Office of Residence Life to meet its enrollment goals by actively participating in recruitment initiatives targeting prospective students (undergraduate and graduate), traveling extensively throughout the year and



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assisting with recruitment programming.

The Assistant Director will focus on recruiting and retaining residential students and serve as the departmental representative for recruitment and retention efforts throughout the university. Primary duties include providing guidance and coordinating the following processes: assessment, analyzing housing data collection, generating reports and maintaining effective systems for recruitment and retention. The Assistant Director creates an environment conducive to academic excellence and fosters personal development and a sense of community within the living environment. The Assistant Director must know residential programs, policies and procedures.

This position requires travel and is expected to work a flexible schedule, which includes evening and weekend hours regularly. This is not a remote position. This employee participates in an on-call duty rotation with other Residence Life team members to respond to critical incidents in the residence halls.

Qualifications: Bachelor's degree from an accredited college; two years of professional experience in a student affairs or enrollment services area in higher education; a driver's license valid in NJ; and transportation for recruitment travel is required. Experience in student recruitment and retention efforts, residence hall management, supervising Residence Life programs, leadership training, student and community development and related administrative processes is preferred. Experience and proficiency in learning communities and particular interest housing, as well as working knowledge of university information systems, including Ellucian, is also preferred. Candidate must have a demonstrated ability to work effectively and collaboratively with various institutional stakeholders regarding educational program development and other housing topics; possess strong organizational skills; and demonstrate a commitment to working with a culturally diverse community. Excellent oral and written communication skills are essential. Essential job functions include driving and the ability to lift, handle and transport recruitment materials and equipment over short and long distances.

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
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Contact

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