

Managing Assistant Director for Residential Education and
Development
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=241093>

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Posted Jul. 15, 2024, set to expire Mar. 27, 2025

Job Title	Managing Assistant Director for Residential Education and Development
Department	Office of Residence Life
Institution	Kean University Union, New Jersey
Date Posted	Jul. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs Residential Life
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Managing-Assistant-Director-for-Residential-Education-and-Development--Office-of-Residence-Life_R2998
Apply By Email	
Job Description	

Office of Residence Life

Managing Assistant Director for Residential Education and Development

The Managing Assistant Director for Residential Education and Development (Managing Assistant Director 2) is a full-time, twelve-month position in the Office of Residence Life. Based on a firm commitment to student development theory, the Managing Assistant Director for Residential Education

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and Development will supervise, develop and assess a comprehensive residence education effort, including personnel development and civic engagement opportunities.

The Managing Assistant Director provides vision, leadership and motivation within the department under the direction of the Director of Residence Life. Responsibilities include managing student development programs for 2,000 students in multiple facilities; advising for multiple students or staff groups; representing the department on university committees and task groups; monitoring staff and committee budgets and expenditures; and overseeing departmental safety and security programs. The Managing Assistant Director provides leadership for the departmental assessment program, supervises Residence Hall Directors, serves on various student life committees and implements several departmental initiatives, including the ACCESS Program, Living Learning Communities, Freshman and Upperclassman Year Experience.

This position is designed for a regular evening and weekend work schedule. This employee serves as the department's emergency and duty coordinator in an "on-call" duty coverage rotation year-round. Some travel is also required.

Qualifications: Master's degree in Social Work, Student Personnel Services, Student Development, Education or a related field and two years of professional experience in student affairs in higher education is required. Preferred qualifications include: experience in residence hall management, supervising Residence Life programs, leadership training, student and community development and administrative processes and experience and proficiency in learning communities and special interest housing. Candidate must possess strong organizational skills; demonstrate a commitment to working collaboratively with a culturally diverse community; and have excellent oral and written communication skills.

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
applying for or inquiring about this job announcement.

Contact

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