

Facilities Operations and Events Manager Kean University

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Downloaded On: Dec. 4, 2024 3:24am

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

Job Title	Facilities Operations and Events Manager
Department	Office of Facilities
Institution	Kean University Union, New Jersey
Date Posted	Jul. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Facilities Operations
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Facilities-Operations-and-Events-Manager--Office-of-Facilities_R3003
Apply By Email	
Job Description	

Office of Facilities

Facilities Operations and Events Manager

Under the direction of the Director of Facilities, the Facilities Operations and Events Manager is responsible for managing facilities operations, including those related to events management and the planning, coordination, set-up and breakdown of required equipment and set-ups. The Facilities Operations and Events Manager manages all operations for event setup/completion and monitors the logistics of how those setups are executed. This position also works with the Facilities Events and Transportation Operations Manager to oversee transportation scheduling and the coordination of transportation logistics. This employee will be directly responsible for overseeing facilities operations

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as assigned by the Director and Vice President.

The Facilities Operations and Events Manager supports the Facilities leadership team with managing day-to-day activities, participates in the multitude of planning stages that take place leading up to events and transportation dates; and manages the communication of all necessary updates to the appropriate colleagues and team members.

This position requires travel and a flexible schedule including evening and weekend hours. This is an essential employee position. This employee is required to have experience in facilities management and will oversee facilities operations as the on-call manager on duty, which requires on-campus presence during weather or emergency situations.

Qualifications: Graduation from an accredited college with a Bachelor's degree; a driver's license valid in the State of New Jersey; and two years of professional work experience in facilities management, operations management, event management/planning, project management, higher education or a related field is required. Applicants who do not possess the required education may substitute required experience on a year-for-year basis. Related experience in higher education is preferred. Candidate must have proficiency in Google Suite and basic computer operations and excellent oral and written communication skills. This position also requires the ability to perform essential functions that require moderate physical activity including, but not limited to: driving, walking long distances/standing for long durations of time outdoors/indoors, bending and/or stooping, lifting and carrying objects weighing up to 50 pounds.

The deadline for applications is July 29, 2024. **This search is limited to all current Kean University employees and to current student employees, graduate student employees, Academic Specialists and Adjunct Faculty.** 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

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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

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

Contact