

Executive Director for Advising, Persistence and Success Kean University

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Downloaded On: Nov. 19, 2024 6:40pm

Posted Nov. 14, 2024, set to expire Mar. 27, 2025

Job Title	Executive Director for Advising, Persistence and Success
Department	Center for Advising, Persistence and Success
Institution	Kean University Union, New Jersey
Date Posted	Nov. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer Director/Manager
Academic Field(s)	Academic Advising Student Affairs
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Executive-Director-for-Advising--Persistence-and-Success--Center-for-Advising--Persistence-and-Success_R3245

Apply By Email

Job Description

Reporting to the Associate Vice President for Student Success and Retention, the Executive Director for Advising, Persistence and Success (Executive Director 3) oversees the University's advising programs and a range of curricular and co-curricular opportunities. To address the persistence, retention and graduation of Kean students, the Executive Director reviews, evaluates, recommends and implements general academic advising policies and programs. This also includes reviewing, evaluating, recommending and implementing all major requirements, registration practices, processes

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and procedures. The Executive Director manages the functions of the Center for Advising, Persistence and Success (CAPS); oversees every aspect of progress towards degree completion initiatives; works closely with the platforms of Ellucian Colleague, EAB Navigate and SLATE; oversees the scheduling of staff within the department; and manages a team of Associate Directors whose major purpose is to assist students with progress towards degree completion.

The Executive Director provides advising and academic support for undergraduate programs and oversees and reviews policies and programs related to undergraduate academic advising and advancing the University's pedagogical and student learning objectives. The Executive Director will assist with new student advising for freshmen and serve as a primary liaison to select academic and administrative units around academic advising and academic policies and processes for undergraduate students. The Executive Director will leverage their expertise to assist in positioning Kean University as a nationally recognized leader in academic advising.

This position requires travel and a flexible schedule, including evening and weekend hours. This is not a remote position and requires physical presence on campus as determined by the Supervisor.

Qualifications: A Master's degree from an accredited college and five or more years of professional experience in academic advising, student support services in higher education, a K-12 setting providing direct services to students or a related field is required. Candidate must have significant experience with the use of technology including student tracking systems, Microsoft Office Suite and student information and accounting budget systems (Ellucian Colleague preferred). Candidate must also be student-centered with excellent customer service skills; excellent organizational skills, written and oral communication skills; and have a documented ability to lead and be a part of a student services team.

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.

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



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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.

Contact Information

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

Contact