

Managing Assistant Director of Technology and Innovation Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=232325>

Downloaded On: May. 9, 2024 4:15am

Posted Mar. 4, 2024, set to expire Jul. 4, 2024

Job Title	Managing Assistant Director of Technology and Innovation
Department	
Institution	Kean University Union, New Jersey
Date Posted	Mar. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Computing/Informational Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Managing-Assistant-Director-of-Technology-and-Innovation_R2710
Apply By Email	
Job Description	

External Applicant Instructions

- Please upload your resume/CV for automatic population of information to your Kean application.
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Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

Nancy Thompson Learning Commons (NTLC)

Managing Assistant Director of Technology and Innovation

The Managing Assistant Director of Technology and Innovation (Managing Assistant Director 3), reporting to the Associate Director, assumes a pivotal role in managing and enhancing various operational aspects within the framework of the NTLC's ongoing transformation. Responsibilities encompass collaborating with the Associate Director to manage service delivery, implementing dynamic programming and ensuring seamless integration with research and scholarly works. With a focus on fostering a networked, interactive and collaborative environment, the Managing Assistant Director of Technology and Innovation is instrumental in providing accessibility to operational activities anytime and anywhere. Additionally, the role involves driving positive changes in how operational activities are conducted and optimized for the benefit of the Kean University community.

The Managing Assistant Director of Technology and Innovation position is technical in nature and the employee will continuously work to meet the evolving needs of the Kean University community at large. Upholding the NTLC mission, the role emphasizes the core values of equity, access and academic excellence achieved through data-driven decision-making and practice. This commitment extends to transformative changes in how student learning is acquired, delivered, consumed, shared and reconstituted among Kean University students, faculty and staff. These efforts significantly advance educational, research and professional development initiatives across the university.

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This position requires a flexible schedule, including evening and weekend hours. Work schedule is assigned according to shifts/rotations to cover 24/7 facility and service operations that may vary by academic and calendar year.

Operations management includes the Kean USA campus in Union, New Jersey, as well as other programs at Kean Ocean and Kean Skylands, and working collaboratively with our additional location Wenzhou-Kean University, in China. This position requires occasional travel to and assignments of work at other locations.

Qualifications: Graduation from an accredited college with a Bachelor's degree and two years of professional experience in an institution of higher education, a learning commons environment or a related field providing technical support and assistance in the following is required: Google, Microsoft and/or Learning Management Systems (i.e. Canvas, Blackboard), Student Information Systems (Ellucian), Analogway, Zignage player, Oculus, Adobe Suite, Open Broadcaster software (OBS), Springshare and familiarity with Barco projectors. Excellent technical skills, oral and written communication skills and customer service skills are essential.

The deadline for applications is March 18, 2024. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts for all degrees 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

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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

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

Contact

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