

Executive Director of Conference and Event Services
Kean University

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Downloaded On: May. 16, 2024 4:38pm

Posted Apr. 12, 2024, set to expire Mar. 27, 2025

Job Title	Executive Director of Conference and Event Services
Department	Office of Conference and Event Services
Institution	Kean University Union, New Jersey
Date Posted	Apr. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer Director/Manager
Academic Field(s)	Public Relations/Marketing Facilities Operations
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Executive-Director-of-Conference-and-Event-Services_R2772

Apply By Email

Job Description

Office of Conference and Event Services (CES)

Executive Director of Conference and Event Services

Reporting to the Chief of Staff, the Executive Director of Conference and Event Services (Executive Director 2) serves in a leadership role responsible for developing, implementing, overseeing and assessing a comprehensive conference and events strategy for the University. The Executive Director leads the overall strategic management of the office team and the successful marketing, development and execution of campus conferences and events. The Executive Director has oversight of all areas of

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event management and plays a crucial role in enhancing client experiences, while maintaining Kean University standards.

The Executive Director independently performs a broad range of managerial responsibilities including planning, executing and evaluating event operations, as well as contract negotiations, site visits and logistics for multiple external and internal conferences and events. The Executive Director ensures the office works cooperatively and seamlessly with other University offices to support the University's overall mission critical goals. The Executive Director develops and implements the annual budget and is responsible for building the division into a revenue-generating center for the University. The Executive Director assesses and develops policies and processes related to providing event space for external partners. *This position requires travel and a flexible schedule including evening and weekend hours.*

Qualifications: Graduation from an accredited college with a Bachelor's degree and a minimum of six years of professional experience in event management is required. A Master's degree and event management experience in a higher education, non-profit or corporate setting is preferred. Candidate must have previous supervisory experience and familiarity with budgeting and financial management; excellent communication skills, both oral and written; strong interpersonal skills, problem-solving skills and sound judgment; and strong computer literacy, including competency with social media and Excel.

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 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.

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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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