

Strategic/Global Initiatives Coordinator Kean University

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Posted Jul. 2, 2025, set to expire Mar. 27, 2026

Job Title	Strategic/Global Initiatives Coordinator
Department	Holocaust Resource Center and Human Rights Institute
Institution	Kean University Union, New Jersey
Date Posted	Jul. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Rights
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Strategic-Global-Initiatives-Coordinator--Holocaust-Resource-Center-and-Human-Rights-Institute_R3504-1

Apply By Email

Job Description

Under the supervision of the Executive Director of the Holocaust Resource Center and Human Rights Institute, the Strategic/Global Initiatives Coordinator (Professional Services Specialist 4) plays a key role in the implementation of human rights programming and operations, supports Holocaust and teacher education activities, and provides professional and logistical support for the Strategic Initiatives Division. The Coordinator is responsible for performing basic professional functions using established policies, procedures, precedents and guidelines; and does related work as required. 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 one year of

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professional experience in an institution of higher education coordinating student initiatives, strategic initiatives or working in a related area within higher education is required. A Master's degree in a related field may be substituted for one year of the required experience. Excellent oral and written communication skills are essential.

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.

In compliance with New Jersey's Pay Transparency Law, the negotiated annual salary range for this position is: \$53,277.47 - \$61,266.03 (Steps 1-4). Salaries for internal applicants will be based on union negotiated calculations. This position may also be eligible for a comprehensive benefits package, including health and dental insurance, a retirement plan and benefits for work life balance. For a full overview of our benefits offerings, please refer to our [Kean University Benefits website](#).

Contact Information

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

Contact

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