

Assistant Director for Student Placement and Clinical
Experiences
Kean University

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Posted Dec. 19, 2024, set to expire Apr. 20, 2025

Job Title	Assistant Director for Student Placement and Clinical Experiences
Department	College of Education
Institution	Kean University Union, New Jersey
Date Posted	Dec. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Education - General Teacher Education
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Assistant-Director-for-Student-Placement-and-Clinical-Experiences--College-of-Education_R3243
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Job Description	



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Under the supervision of the Director of the Office of Student Placement and Clinical Experiences, the Assistant Director (Assistant Director 4) is responsible for assisting the Director with the clinical placement process in PK-12 schools/districts for College of Education initial licensure candidates. The Assistant Director assists with the supervision of the clinical placement process and initiates, oversees and coordinates the placement of 750+ students per year in clinical placements. There is a significant focus on data collection and analysis in support of program improvement and feedback to all relevant parties and national accreditation requirements. *This position requires a flexible schedule including evening and weekend hours. Some travel is required.*

Qualifications: Graduation from an accredited college with a Master's degree in Education or a related field and two years of professional experience in an institution of higher education is required. Experience coordinating student field placements for a teacher education program and teaching experience is preferred. NJ State teaching certification is highly preferred. Candidate must have the ability to utilize and incorporate technological skills and resources including, but not limited to: knowledge of Access database and website design and maintenance. 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.

Contact Information

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

Contact