

Associate Director of Research, Genetic Counseling  
Graduate Program  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=235942>

Downloaded On: Feb. 15, 2025 4:44am

Posted May 10, 2024, set to expire Mar. 27, 2025

<b>Job Title</b>	Associate Director of Research, Genetic Counseling Graduate Program
<b>Department</b>	
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	May 10, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Biology - Genetics
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Associate-Director-of-Research--Genetic-Counseling-Graduate-Program_R2816">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Associate-Director-of-Research--Genetic-Counseling-Graduate-Program_R2816</a>

**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.**

### **Genetic Counseling Graduate Program (GCGP)**

Associate Director of Research

Under the supervision of the Director of the Genetic Counseling Graduate Program (GCGP), the Associate Director of Research (Associate Director 3) is responsible for administration, coordination and assessment of, and education in, the research program within the Genetic Counseling Graduate Program. This position also assists with the academic and administrative management of the Genetic Counseling Graduate Program including all assessment and accreditation activities; develops and implements program policies and procedures; and does related work as required.

The Associate Director of Research is a full-time, twelve-month position. This position is located at the Kean University campus in Union, New Jersey. *This position requires occasional travel and a flexible schedule, including evening and weekend hours.*

This employee is required to teach in-load courses, which will be assigned through the Director and Dean. Teaching responsibilities include up to twelve (12) credit hours distributed over a twelve (12) month period, from September 1st to August 31st. This may include fall, winter, spring and/or summer teaching assignments. Compensation for these courses is included in the salary designated for this position. Course assignments may vary and can change based on department and student needs.



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Qualifications: Master's degree in Genetic Counseling/Human Genetics from an accredited program; certification by ABGC or ABMGG; and a minimum of 3 years of experience as a genetic counselor is required. Professionals in a related clinical genetics field may be considered with equivalent experience. Five years of experience is preferred. Candidate must have knowledge and experience in teaching and research and excellent organizational, interpersonal and oral/written communication skills.

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. of our [Reasonable Accommodations Policy & Procedures](#).



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### **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**