

KEAN UNIVERSITY  
ACADEMIC SPECIALIST ACKNOWLEDGEMENT

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**PERSONAL DATA** *(To be completed by the prospective employee)*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Kean ID # *(if applicable)*: \_\_\_\_\_

Work Authorization (if applicable): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Degree(s) Received: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

**\*A Bachelor's Degree is required. Please forward official transcripts to the Office of Human Resources.**

**Acknowledgements:**

**I acknowledge:**

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- When I receive an offer from the hiring department, I am responsible to present myself to the Office of Human Resources for new hire onboarding.
- The Office of Human Resources will notify me in writing of an authorized start date subsequent to completion of onboarding. Prospective employees who have begun working before being authorized to do so, in writing by the Office of Human Resources, may be subject to rejection of the offer of employment and/or termination.
- Academic Specialist employment is on an intermittent basis or for fixed periods of a short duration as on a semester-to-semester basis and may not exceed 15 hours per week.
- I am prohibited from holding two positions/titles on campus simultaneously. If I accept any employment in any other capacity at Kean University, I am responsible for notifying my department and the Office of Human Resources and must resign from my previous position.
- I understand that if I become eligible for enrollment in a NJ State administered Retirement Plan, I will be enrolled as mandated by the State of NJ Division of Pensions & Benefits.
- Academic Specialists are at-will employees. Receipt of authorization to begin employment does not constitute a contract for continued employment.

Prospective Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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