

Student Support Coordinator (Job Number: 101078BR)

Campus Location	Tempe or West
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-time
Salary	\$42,000 - \$48,000; DOE
Close Date	May 16, 2024
Job Description	<p>ASU's Mary Lou Fulton Teachers College (MLFTC), in the Office of Academic and Career Success, is actively seeking a dynamic individual to join our team as a Student Support Coordinator. We are looking for someone who is highly organized, collaborative, and dedicated to fostering a learner-centered environment. In this role, you will play a vital part in guiding students through their community placement experiences, ensuring they receive exceptional support every step of the way.</p> <p>Reporting to the Assistant Director of Community Education, the Student Support Coordinator will be instrumental in coaching students through the process of securing placements and completing required paperwork for their internships or practicum, integral components of their academic journey within Mary Lou Fulton Teachers College.</p> <p>In the Office of Academic and Career Success, we pride ourselves on our unique team-based approach, which places a strong emphasis on personalized engagement to deliver excellent service and support to all our learners. By fostering a culture of collaboration and support among our team members, we create a vibrant and positive work environment where everyone can thrive. Join us in making a difference in the lives of our students and shaping the future of education.</p> <p>This position is primarily located at the West Valley or Tempe campus, however, travel to the other ASU campuses is required on occasion. Campus assignment will be confirmed in collaboration with the candidate hired at the time of the employment offer. Travel to other campuses may be required as well.</p>
Essential Duties	<ul style="list-style-type: none"> • Support students through the process of identifying an internship/practicum site and complete all placement requirements • Collaborate with faculty, ASU Staff and community partners • Create and manage administrative requirements for the role • Facilitate orientation and training for community partners • Create and disseminate both internal and external communications • Manage and respond to student communication • Maintain the tracking and documentation processes for student and partner data • Develop Standard Operating Procedures (SOP's) for internship/practicum placement practices • Generate reports and provide data related to student internships/practicums

	<ul style="list-style-type: none"> • This role may supervise student workers including, performance observations, support, and training • Build relationships with community partners in collaboration with CES Partnership Coordinator • Regular communication and engagement with MLFTC Faculty • Participate in department, program & staff and necessary faculty meetings • Participate in internal college partnerships to strengthen student experiences
Minimum Qualifications	Bachelor's degree in a field appropriate to the area of assignment AND three years administrative/coordinate program experience; OR, Master's degree in field appropriate to area of assignment AND one year administrative/coordinate program experience; OR, Seven years of progressively responsible administrative/ coordinate program experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications	<ul style="list-style-type: none"> • Demonstrated knowledge of MLFTC Office of Academic and Career Success mission, vision, core values, and staff expectations • Experience in applying the principles, techniques and methods of teamwork, compromise and collaboration to produce desired outcomes • Experience in working in an environment subject to quickly changing priorities • Experience in higher education • Experience in cultivating partnerships • Experience in working effectively in an environment subject to limited supervision requiring independent decision making • Experience working with diverse populations • Experience in meeting facilitation or presentation • Experience in establishing effective working relationships • Evidence of effective communication skills • Experience in computer applications and programs, such as Adobe Sign, Sales Force, Sonia, and Calendly • Experience in work that requires organization and time management skills • Experience in problem-solving skills • Experience in work that requires high attention to detail • Experience in work that requires organizational skills • Demonstrated knowledge of Next Education Workforce, community education, and mutually beneficial partnerships • Demonstrated knowledge of basic project management • Experience in analyzing and improving processes • Experience in coordinating and prioritizing work and activities of self and others
Department Statement	ASU's Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 8,000 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into

	<p>important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU's charter, MLFTC is committed to advancing inclusive excellence in our curricula, programming and institutional relationships. The college's core value of Principled Innovation connects individual decision making to the pursuit of inclusive excellence.</p>
<p>ASU Statement</p>	<p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u></p> <p>In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.</p>
<p>Employment Verification</p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p>Fingerprint Check Statement</p>	<p>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</p>
<p>Instructions to Apply</p>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p>

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

<https://cfo.asu.edu/applicant>

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