# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>19122</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Program Manager</td>
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<tr>
<td>Campus Location</td>
<td>Tempe</td>
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<tr>
<td>Department Name</td>
<td>MLF Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Scope of Search</td>
<td>Open</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
</tr>
<tr>
<td>Close Date</td>
<td>December 21, 2015</td>
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</table>

## Job Description

Under supervision from the Assistant Dean for Online Learning, coordinates and directs the activities and functions of offering online learning programs and initiatives. Independently ensures that the goals and objectives are accomplished in accordance with priorities, timelines, budget or other specifications.

## Minimum Qualifications

Bachelor’s degree in a related field AND five years administrative/coordination experience; OR, Master's degree in field appropriate to area of assignment AND three years administrative/coordination experience; OR Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## Desired Qualifications

- Experience in logistical support in higher education
- Experience in using advanced skills in spreadsheet management
- Experience in enterprise-level systems used in large universities
- Experience in being innovation and creating solutions for unit-level goals
- Experience in planning, budgeting, implementing and evaluating projects
- Experience in designing instructional/information materials and presentations to meet needs assessed
- Demonstrated knowledge of processes for dissemination of results through presentations, reports, and publications
- Evidence of effective verbal and written communication skills
- Experience in establishing and maintaining effective working relationships as well as establishing and facilitating work teams
| Working Environment | Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse.  
|                       | Required to stand for varying lengths of time and travel moderate distances to perform work  
|                       | Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds  
| Essential Duties | Facilitates the development of high impact online learning programs by liaising with college personnel, program coordinators, and EdPlus personnel on items relating to marketing, recruiting, staffing, scheduling, HR, curriculum revisions, advising and student issues  
|                     | Manages the process of developing and revising policies related to the coordination of online programs  
|                     | Develops and monitors daily operations and logistics and coordinates program activities  
|                     | Oversees the evaluation of program effectiveness in coordination with program coordinators  
|                     | Develops and implements the goals and objectives of programs and initiatives including: improved methods of program delivery; evaluation methodology design and implementation including analysis of results and recommendations of proper action based on outcomes  
|                     | Oversees the preparation of budget proposals for allocation of resources within the limitations of the budget  
|                     | Establishes and maintains liaison with college and university personnel involved in the integration of technology in online learning initiatives and programs  
|                     | Attends college and university events and meetings as requested  
|                     | Represents the online learning unit as requested  
|                     | Maintains and builds skills as required to support online learning operations  
| Department Statement | As one of America's largest producers of teachers and as a leader in cultivating transformative school leaders in the nation's PreK - 12 schools, ASU's Mary Lou Fulton Teachers College (MLFTC) prepares 1,500+ teachers annually through its multiple preparation programs which include undergraduate and graduate degree programs offered through traditional and non-traditional pathways.  
|                     | Mary Lou Fulton Teachers College continues to rise in the rankings
of the nation's top education graduate programs, climbing to No. 17 and tying with University of California-Berkeley and the University of Kansas according to the 2015 U. S. News & World Reports Best Graduate Schools rankings, released March 10, 2015.

| ASU Statement | 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 90,000 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.  

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)  

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.  

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. |

| Employment Verification | ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications. |

| Background Check Statement | ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check. |

| Instructions to Apply | Application deadline is 3:00PM Arizona time on the date indicated.  

Resumes should clearly illustrate how prior knowledge and experience meet the minimum and desired qualifications stated in this requisition.  

Only electronic applications are accepted.  

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. |
Instructions for ASU Online Employment Applications

- Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to apply for an ASU job now.
- For staff positions click on **Internal Applicants** (for existing ASU employees) or **External Applicants** (you must create an ASU account or enter existing account information).
- From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on **Search Openings** to locate positions of interest.
- From the Search Openings page, customize your search or simply click the **Search** button to view all ASU staff job openings.
- From the Search Results page, scroll to positions of interest and click on the red Requisition ID **19122BR** at the left to apply.
- From the Job Details page, review the posted job description and click the **Apply To Job** button to begin the online application process.

Then, answer the questions to complete the ASU Kenexa online employment application (**Note**: you will be asked to submit your cover letter, resume and three personal references as part of the application process).