**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>21538</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Program Manager, Learning Forever</td>
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<tr>
<td>Campus Location</td>
<td>West</td>
</tr>
<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>April 13, 2016</td>
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</tbody>
</table>

**Job Description**

Under direction of the Assistant Dean of Online Learning and in consultation with the Divisions of Teacher Preparation and Education Leadership and Innovation, coordinates and manages administrative functions required to develop and implement a strategic plan for continuing education in the Mary Lou Fulton Teachers College. The Manager would develop a strategic plan for offering quality professional development to in-service teachers in Arizona and the larger U. S., as well as the community and families wanting to improve the learning and development of children and young adults. This position would work to assess needs of districts and other audiences, develop a business model, budget and marketing strategy, identify professional development solutions to be offered through multiple modalities (in-person, hybrid and online), coordinate design, development and offering of the solutions, while building on the strengths of the Mary Lou Fulton Teachers College and advancing its mission.

The Manager would develop a systematic way to gather information from district partners and other constituents on (1) their professional development priorities for teachers, administrators, board members, parents, and community members; (2) the scope of their need (e.g., one time presentation about a topic, sustained professional development, for-credit certification/degree program); and (3) preferred format (e.g., online, in-person, hybrid). Through analysis of the data, the Manager will develop a responsive and sustainable portfolio of offerings through existing resources, models or programs in the college or through new offerings.

The Manager will develop new models for offering professional development, including connecting offerings to micro-credentialing. This would involve determining the best platform to use and working to shape
district and state policies to incentivize and recognize learning that takes place outside of a traditional college course setting.

**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**

- Teaching experience
- Professional development experience
- Demonstrated knowledge of professional development programs and offerings
- Demonstrated knowledge of PreK - 12 curriculum and teacher preparation programs
- Demonstrated knowledge of management and principles and practices
- Demonstrated knowledge of budget management methods and techniques
- Experience in problem solving and decision-making
- Experience in proposing, planning, analyzing and coordinating activities and establishing priorities
- Experience in effectively managing, supervising and evaluating assigned teaching staff
- Experience in analyzing needs of teachers and schools and creating workshops, modules, online instruction to meet those needs
- Evidence of effective communication skills, both verbal and written
- Experience in establishing and maintaining effective working relationships in a diversified population

**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**

- Assesses continuing education (aka Learning Forever) operation functions and develops and implements policies, procedures and objectives
- Assesses impact and need of continuing education program and offerings and modifies as required
- Initiates and prepares administrative report, budgets and documents
- Supervises, trains, and evaluates assigned staff and instructors
- Oversees and manages staffing and operations budgets; authorizes purchases and prepares periodic and annual financial reports and budget requests
- Monitors work in progress and upon completion
- Represents the college/unit and serves on various department and university committees
- Acts as liaison with the schools, MLFTC students, teachers, and staff in facilitating university programs
- Serves as a representative of the University at state, regional and national organizations, boards, councils and committees as assigned
- Reviews job performance in conjunction with established unit, department and university goals and objectives
- Recommends and monitors compliance with department policies and procedures
- Facilitates administrative projects and work groups
- Communicates with other department and university administrators; resolves or assists with the resolution of sensitive issues
- Teaches in the teacher preparation program

**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.

<table>
<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tbody>
<tr>
<td>Background Check Statement</td>
<td>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 up successful passing of the background check.</td>
</tr>
<tr>
<td>Instructions to Apply</td>
<td>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.</td>
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</tbody>
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### 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 21538BR 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).