## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>30439</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Job Title</td>
<td>Assistant Director – Graduate Recruitment</td>
</tr>
<tr>
<td>Campus Location</td>
<td>Tempe</td>
</tr>
<tr>
<td>Department Name</td>
<td>MLF Teachers College</td>
</tr>
<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>March 23, 2017</td>
</tr>
</tbody>
</table>

### Job Description

Arizona State University's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Mary Lou Fulton Teachers College is nationally recognized as a leading innovator in teacher education and in scholarly research. In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:

- Pursue excellence at scale to achieve impact
- Exercise leadership through innovation
- Champion diversity of people and ideas
- Share responsibility for the strength of communities

Reporting to the director of enrollment and outreach, the assistant director, graduate recruitment will serve in a leadership role on a dynamic recruitment team charged with recruiting and yielding students into graduate degree programs at Mary Lou Fulton Teachers College, one of the leading graduate college of education in the U. S.

The assistant director, graduate recruitment will supervise a team of three graduate recruiters. Together, the team recruits students to enroll in master’s degree programs, a doctoral program in educational leadership and innovation, and other programs on three campuses and online. The programs include elementary education, secondary education and educational leadership. Some, but not all, programs lead to teacher certification in the state of Arizona.

The team is responsible for building and maintaining relationships with K-12 schools and districts, community organizations and other strategic
partners. The assistant director, graduate recruitment will work with the
director to establish intermediate team and individual goals that will
serve as milestones on the way to meeting the university's ultimate
enrollment goals for the college.

The successful candidate will be skilled at building relationships with
partner organizations, will be effective when comparing the value of the
college's programs to that of its peer and competitor providers, and will
be a persuasive public speaker and communicator who can build trust
and strong relationships. This position requires a professional who can
think strategically and develop and implement a tactical plan to support
strategy. The role requires an ability to - and an interest in - continuous
process improvements, including receptivity to how data can be used to
inform recruiting strategy and tactics. Knowledge of recruitment within
higher education is essential.

Key partners within the college will include an assistant director,
undergraduate recruitment, members of the marketing team who will
provide communications support for the recruitment team, and faculty
coordinates of various academic programs for which the team is
recruiting. The assistant director, graduate recruitment will also work
with colleagues in university-wide units such as enrollment services,
transfer services and housing. The ability to operate successfully and
with poise in a complex, matrixed organization is essential.

| Minimum Qualifications | Bachelor's degree in a field appropriate to the area of assignment AND
six (6) years of related administrative experience, which includes three
(3) years of supervisory experience; OR, Ten (10) years of related
administrative experience, which includes three (3) years of supervisory
experience; OR, Any equivalent combination of education and/or
experience from which comparable knowledge, skills and abilities have
been achieved. |
|------------------------|--------------------------------------------------------------------------|
| Desired Qualifications | • Experience in a higher education recruitment environment
• Experience managing the growth and success of partnerships
• Experience tracking prospect and recruiter actions in Salesforce
  or comparable application
• Experience working independently, solving problems and
  making decisions
• Experience in clearly explaining one’s thinking and rationale for
decisions
• Evidence of professionalism and experience in delivering and
  receiving constructive critical feedback
• Experience in customer-service orientation
• Experience thriving in a fast-paced work environment and to
  pursue multiple projects simultaneously |
Evidence of having a passion for education and an unwavering commitment to advocate for educators

**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.
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts.
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.
- Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer technology peripherals.
- This position receives regular review of objectives.

**Essential Duties**
- Coordinates outreach and management of the applicant funnel (application, admitted, yield, enrolled) for graduate programs.
- Serves as the recruitment contact for assigned institutions.
- Works with marketing team, faculty and others to design and deliver high-touch, face-to-face experiences for prospective students.
- Works with director and other leadership to define and agree on intermediate team and individual goals.
- Monitors progress on intermediate goals and reports effectively to the director and to college leadership on team progress.
- Represents the college and its graduate programs to external audiences of high-school personnel, community college personnel, higher-education personnel, prospective students, and others.
- Leads the graduate recruitment team by both example and coaching.

**Department Statement**
Arizona State University's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor's, master's and doctoral degree programs.

Working with a mindset of creative intrapreneurship to bring positive
change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.

In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:

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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

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. Please include all employment information in month/year format (e.g.,
<table>
<thead>
<tr>
<th>Instructions for ASU Online Employment Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</td>
</tr>
<tr>
<td>Only electronic applications are accepted for this position.</td>
</tr>
<tr>
<td>• Go to the ASU Human Resources site: <a href="https://cfo.asu.edu/hr-applicant">https://cfo.asu.edu/hr-applicant</a> and scroll down to apply for an ASU job now.</td>
</tr>
<tr>
<td>• For staff positions click on <strong>Internal Applicants</strong> (for existing ASU employees) or <strong>External Applicants</strong> (you must create an ASU account or enter existing account information).</td>
</tr>
<tr>
<td>• From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on <strong>Search Openings</strong> to locate positions of interest.</td>
</tr>
<tr>
<td>• From the Search Openings page, customize your search or simply click the <strong>Search</strong> button to view all ASU staff job openings.</td>
</tr>
<tr>
<td>• From the Search Results page, scroll to positions of interest and click on the red Requisition ID <strong>30439BR</strong> at the left to apply.</td>
</tr>
<tr>
<td>• From the Job Details page, review the posted job description and click the <strong>Apply To Job</strong> button to begin the online application process.</td>
</tr>
<tr>
<td>Then, answer the questions to complete the ASU Kenexa online employment application <strong>(Note:</strong> you will be asked to submit your cover letter, resume and three personal references as part of the application process).</td>
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</table>