# Job Description

Arizona State University's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education.

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 marketing manager, the administrative assistant will serve as the primary support for the marketing and advancement team of Mary Lou Fulton Teachers College, one of the leading colleges of education in the U.S.

The administrative assistant will be part of a dynamic marketing and advancement team that strengthens the college's engagement with a number of constituencies: prospective students for our bachelors, masters and doctoral programs; applicants to those programs; alumni; foundations; and policymakers and influencers involved in the national conversations about education. Under regular supervision, the administrative assistant will provide administrative support for the recruiting and marketing teams, performing variety of advanced secretarial and administrative work requiring initiative and independent judgment. The administrative assistant will be a key member of an integrated marketing and advancement team that is committed both to the college's mission and to continuous improvement as a team.

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
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### Job Description

**Requisition ID**
30460

**ASU Job Title**
Administrative Assistant

**Job Title**
Administrative Assistant

**Campus Location**
West

**Department Name**
MLF Teachers College

**Full-Time/Part-Time**
Full-Time

**Scope of Search**
Open

**Grant Funded Position**
This is not a grant funded position and is not contingent on future grant funding.

**Close Date**
March 23, 2017
Four (4) years secretarial/administrative experience; OR, Certificate in Secretarial Science AND three (3) years of secretarial/administrative experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Experience in work that requires attention to detail
- Experience in using discretion and confidentiality when handling or exposed to sensitive information
- Experience in customer-service
- Experience in problem solving
- Experience in a fast-paced work environment and in multitasking effectively
- Experience in managing social media campaigns and metrics in Twitter, Facebook, and other platforms
- Demonstrated knowledge of innovative technologies used in digital communications
- Evidence of interest in a career path in strategic, integrated marketing communications or enrollment in higher education.

**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 walk moderate distances to perform work
- Lift up to 25 pounds
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts
- Communicate to perform essential functions

**Essential Duties**

- Provide office operations support such as receiving and screening telephone calls and visitors, scheduling meetings, conferences, seminars, and special events, maintaining calendars of advancement leadership team members, maintaining record-keeping systems, opening and reviewing incoming mail, and responding to inquiries
- Execute a variety of support activities for the advancement team, such as composing replies to correspondence, interpreting and explaining established policies and procedures in response to inquiries from a variety of sources, summarizing reports and information to facilitate review by supervisor
- Monitor and update inventory, time, budget, payroll, and account records for department; monitor expenditures and perform simple analysis on accounts; authorize and/or approve payments
- Maintain official records, and implement administrative policies of the university, the college and the department
| **Department Statement** | - Provide logistical support, as needed, for recruiting events and other college events  
  - Maintain and update databases, spreadsheets and regular reports (e.g., web analytics, social media metrics, email metrics) based on supervisor's direction  
  - Maintain inventory of physical and digital marketing collateral and assets (such as photos, brochures, swag, boilerplate copy and other creative assets)  
  - Order and deliver promotional items  
  - Coordinate logistics for photo and video shoots  
  - Maintain campus bulletin boards  
  - Perform other duties to support the marketing and recruitment teams, as assigned |
|---|---|
| **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:  
  - Pursue excellence at scale to achieve impact  
  - Exercise leadership through innovation  
  - Champion diversity of people and ideas  
  - Share responsibility for the strength of communities |
| **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.

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<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 upon successful passing of the background check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. 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.</td>
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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 30460BR 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).