### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>36218BR</th>
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<tbody>
<tr>
<td>ASU Job Title</td>
<td>Specialist</td>
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<tr>
<td>Job Title</td>
<td>Operations Specialist</td>
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<td>Campus Location</td>
<td>Tempe</td>
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<td>Job Family</td>
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<td>Department Name</td>
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<td>Full-Time/Part-Time</td>
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<td>VP Code</td>
<td>PROVOST/WEST CAMPUS</td>
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<td>Scope of Search</td>
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<tr>
<td>Grant Funded Position</td>
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</tr>
<tr>
<td>Salary Range</td>
<td>$27,864 - $39,000 per year; DOE</td>
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<tr>
<td>Close Date</td>
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**Job Description**

Under general supervision, provides assistance to the Operations Manager/Certification Officer with teacher certification requirements, the processing of institutional recommendation and assistance with Scheduling and Staffing processes as needed. This position reports to the Operation Manger/Certification Officer in the Mary Lou Fulton Teachers College.

**Essential Duties**

- Coordinate and schedule On-Site Certification with Arizona Department of Education (ADE).
- Assist the Operation Manager/Certification officer to respond to out of state verification forms required for teacher certification reciprocity.
- Prepare and monitor specific materials related to issuing institutional recommendations (IR) related to teaching and principal certification.
- Assist the Operations Manager/Certification Officer to respond to question and solve problem related certification from students and alumni.
- Monitor degree audit reports as they relate to degree and certification requirement completion.
- Prepare, organize and process IR’s for distribution.
- Maintain records of all IR’s.
- Resolve problems through written or verbal correspondence.
- Analyze data and other materials and make interpretations for application related to principal/teacher certification.
May assist in developing performance indicators and accountability reports for area.

Perform other duties as assigned.

**Minimum Qualifications**

- Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Seven (7) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Demonstrated experience with database management and techniques necessary to ensure accuracy of information.
- Experience with database queries, interpretation, and report writing
- Experience working with P-12 schools and or community-based agencies.
- Experience that demonstrates strong interpersonal and customer service skills.
- Experience supervising and evaluating direct reports.
- Master's degree
- Experience with student placements
- Experience with student information systems (SIS)
- Experience with relational databases
- Ability to effectively use Microsoft Office Excel and Access.

**Working Environment**

- Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking.
- Use office equipment including a desktop computer.
- Lift up to 20 pounds.
- Communicate to perform essential duties.

**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.

**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. This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint 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 (ex. 36218BR) 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).