JOB DESCRIPTION

Requisition ID 36419
ASU Job Title Coordinator Senior
Job Title Academic Curriculum Coordinator Senior
Campus Location West
Department Name MLF Teachers College
Full-Time/Part-Time Full-Time
Scope of Search ABOR – Arizona Board of Regents
Grant Funded Position This is not a grant funded position and is not contingent on future grant funding.
Close Date October 12, 2017

Job Description The job posting is only open to current Arizona Board of Regents employees (Arizona State University, University of Arizona, or Northern Arizona University).

The Mary Lou Fulton Teachers College invites applications for a position to support the advancement of exemplary education curriculum though the university process.

The role of this position is to support academic operations and strategic decision-making of the Division of Teacher Preparation at the Mary Lou Fulton Teachers College. The specific roles are as follows:

- Assist the Division of Teacher Preparation Director with critical operational and strategic support of academic programs
- Conduct short-term and periodic projects independently in support of decision-making
- Be an active and collaborative team member to help the College reach and expand its goals

Reporting to the Director, Division of Teacher Preparation, the position will facilitate a strong and lasting impact on programs by supporting the academic operations of the Division and critical decision-making by Division faculty and leadership. Additionally, the position will ensure the successful operation of College academic programs by maintaining a positive and results-oriented relationship with co-workers within the Division and in other academic and support units. Position is expected to be based at the ASU West campus, with work conducted both at ASU West and ASU Tempe.

Minimum Qualifications Bachelor's degree in a field appropriate to the area of assignment AND five (5) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications
- Demonstrated knowledge of issues pertaining to area of assignment
- Demonstrated knowledge of basic project management
- Demonstrated knowledge of supervisory practices and principles
- Demonstrated knowledge of the curriculum flow process at the university
- Demonstrated knowledge and advanced skills in enterprise-level systems used in large universities
- Experience in coordinating and prioritizing work and activities of self and others
- Experience in establishing and maintaining effective working relationships
- Evidence of effective verbal and written communication
- Evidence of a Master's Degree in Education OR field appropriate to area of assignment AND related work experience
- Experience in logistical support in higher education
- Experience in spreadsheet management
- Evidence of innovation in creating solutions for unit-level goals

**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. 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.

**Essential Duties**

- Assist the Division Director and Associate Director with program-level quality, including monitoring of ongoing programmatic issues, initiatives and projects.
- Coordinate and provide support for the curricular approval process from the college to the university.
- Conduct non-technical analyses as appropriate for the above, including analysis and projection of needs, responding to institutional requests, and collaborating with faculty and with other academic professionals in writing reports.
- Develop and track the curriculum workflow process related from initial submission to the college curriculum committee to the Provost's office.
- Conduct ongoing review and updates of public-facing materials, including program names, descriptions and other program information.
- Coordinate and complete required paperwork for college/university reviews and approvals.
- Assist with division reporting for college and university needs.
- Write, co-author or edit reports and other presentations to task on individual programs and division-wide initiatives.
- Attend college and university events and meetings as requested.
- Maintain and build skills as required to support Division operations.
- Identify, develop and maintain working relationships within the university for support as appropriate to work assignment.

**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. 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., 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.

Instructions for ASU Online Employment Applications

- Go to the ASU Human Resources site: 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 36419BR at the left to apply.
- From the Job Details page, review the posted job description and click the ApplyTo 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).