**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>36428</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Administrative Secretary</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>October 13, 2017</td>
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</tbody>
</table>

**Job Description**

Reporting to the Division of Teacher Preparation Director in the Mary Lou Fulton Teachers College, the position will perform complex administrative and secretarial duties of a responsible, sensitive and confidential nature requiring considerable independence of action. This position is based at the ASU West campus, with some travel to other ASU campuses as required.

**Minimum Qualifications**

An Associate's degree in Business Administration or related field AND three (3) years of administrative secretarial experience; OR, Bachelor's degree in Business Administration or related field AND one (1) year of administrative secretarial experience; OR, Five (5) years of administrative secretarial experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Experience working in supporting an executive in a higher education environment
- Demonstrated knowledge of University and standard office policies and procedures
- Experience in providing administrative support in a fast-paced dynamic environment (higher education environment preferred)
- Experience working in a customer service environment applying problem-solving, decision-making and organizational skills with attention to detail
- Experience in a wide variety of administrative functions including calendaring, scheduling and word processing
- Experience in using personal computers and software/applications such as Microsoft Office Suite
- Experience in dealing with a wide range of topics, including confidential and sensitive information
- Experience in developing and maintaining effective working relationships with professional staff and with a diverse population of students
- Experience working within student engagement desired but not required
- Evidence of effective verbal and written communication skills
- Experience in work that requires attention to detail
- Demonstrated knowledge of standard office policies and procedures
| Experience in developing and maintaining effective working relationships |
| Experience in using in English composition, grammar, spelling and punctuation |
| Experience in typing/word processing and use of personal computer/software |

**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
- Occasional 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
- Communicate to perform essential functions
- Use office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals

**Essential Duties**

- Executes a variety of office administrative and/or secretarial support activities for supervisor such as composing replies to correspondence on own initiative, 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, and investigating, evaluating and resolving problems within scope of position
- Provides office operations support such as receiving and screening telephone calls and visitors, scheduling meetings, conferences, seminars, and special events, maintaining supervisor's calendar, maintaining record-keeping systems, opening and reviewing incoming mail and responding to inquiries
- Maintains and updates databases and spreadsheets; conducts database queries using Advantage, Data Warehouse, HRMS (e.g., PeopleSoft), SIS, Benefactor or other software programs; prepares special and recurring reports containing specialized or sensitive information following supervisor's general direction
- Prepares or directs preparation of minutes, notices, manuals, agendas and correspondence with all supporting documentation, requiring application of specialized knowledge of the assigned function
- Monitors and updates inventory, time, budget, payroll and account records for unit or department; monitors expenditures and performs simple analysis on accounts, authorizes and/or approves payments within established department/unit guidelines
- Plans and arranges conferences, meetings and/or special events under general instructions from supervisor; communicates arrangements to appropriate individuals
- Arranges necessary travel reservations and itineraries; anticipates and prepares background materials needed
• Implements new policies, procedures and practices impacted by decisions made by supervisor at meetings and/or conferences
• Assists the department or unit with academic support functions such as scheduling classes and/or classrooms, updating and maintaining student registration databases, preparing and distributing faculty correspondence, and preparing for annual faculty evaluations, promotions and tenure reviews
• May supervise or coordinate the activities of subordinates

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

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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<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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</tbody>
</table>
| 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 36428BR 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).  |