# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>37576</th>
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</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Management Intern</td>
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<tr>
<td>Job Title</td>
<td>Site Manager (Management Intern)</td>
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<tr>
<td>Campus Location</td>
<td>Tempe</td>
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<tr>
<td>Department Name</td>
<td>MLF Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Part-time</td>
</tr>
<tr>
<td>Scope of Search</td>
<td>Open</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Close Date</td>
<td>December 8, 2017</td>
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## Job Description
- Provides professional level site management support to the Mary Lou Fulton Teachers College America Reads Program
- Coordinates and performs America Reads Program pre-semester functions, semester functions, semester closing functions, supervises student leaders and cultivates community partnerships
- Assists with general administration projects, research and analysis, procedural studies and technical planning

## Minimum Qualifications
Bachelor's degree in a related field; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

## Desired Qualifications
- Demonstrated knowledge of management principles and practices
- Demonstrated knowledge of basic project management
- Practical work experience in K-12 learning environments
- Experience in supervising employees
- Experience in organizing resources and establishing priorities
- Experience in planning, organization and coordination of activities
- Evidence of effective communication skills, both verbal and written
- Experience in the use of personal computer and related software applications

## Working Environment
- Activities are performed in an environmentally controlled office setting subject to extend 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

## Essential Duties
- Performs tasks related to specific functions/program assigned, such as tracking program attendance, development of brochures or other unique projects
- Supervises student worker leaders perform including observations, support, training and perform improvement plans
- Conducts independent research of administrative or operational areas specific to the area of assignment
- Assembles and analyzes statistical data and makes interpretations for application to area of assignment
- Assists in development of new programs, policies or procedures; coordinates programs as assigned
- Assists in specialized administrative or technical projects in area of assignment
- Analyzes procedures and makes recommendations for improvement
- Maintains databases and prepares reports as needed
- Conducts pre-semester duties for America Reads Program including: setup, communication, training, site calendar, tutor paperwork, supervisor invoices, supplies, oversight of staff duties, site team meetings, transportation and parent/teacher meetings
- Coordinates semester duties for America Reads Program including: on-site review visits, weekly team meetings, weekly Site Manager meetings, mandatory office hours, coordination of in-service days, communication with parents and school personnel, assist in recruitment, distribution of "Food for Thought" boxes and completion of mid-term evaluations
- Coordinates semester closing duties for America Reads Program including: end-of-semester multi-rater evaluations, tutor feedback, pre/post test site results, final student attendance, parent & teacher program evaluations and updating of Site Procedure manual

Areas of duties and responsibilities may include the following:

- General administration
- Academic and Student Services
- Business office
- Development
- Event staging
- Marketing and promotions
- Media relations
- Operations
- Special projects
- Data analysis
- Report development

**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.

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 up 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 **37576BR** 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).