# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>37875</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Management Intern</td>
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<tr>
<td>Campus Location</td>
<td>Tempe</td>
</tr>
<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>
</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>December 27, 2017</td>
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</tbody>
</table>

## Job Description

The MasterCard Foundation Scholars Program (MCFSP) at Arizona State University provides comprehensive scholarships and holistic support to young people from across the African continent who are committed to giving back to their communities. ASU is supporting 120 undergraduate students from 20 African countries through the first phase of the program and will support an additional 150 students from universities in Ghana to complete their undergraduate degree and pursue accelerated master's degrees through ASU’s 3+1+1 International Accelerated Degree Program. The second phase, Strengthening Institutional Links, also involves activities designed to support faculty development and strengthen collaboration between ASU and partner universities in Ghana. Arizona State University is one of six universities in the United States selected to offer this unique program through The MasterCard Foundation (MCF).

The Management Intern will provide professional level support to the MasterCard Foundation Scholars program, assisting with business operations, program administration, event planning, Scholar communication and student support. The Management Intern will be supervised by the Operations Manager and will work in close collaboration the Program Manager and Senior Program Coordinator as needed to ensure overall program success.

## 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 program coordination
- Demonstrated knowledge of basic project management
- Experience in organizing resources and establishing priorities
- Experience in planning, organization and coordination of activities
- Experience in establishing and maintaining effective working relationships
- Evidence of effective communication, both verbal and written
- Experience in the use of personal computer and related software applications
- Experience in working independently
| 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 travel 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  
• Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer technology peripherals  
• This position receives regular review of objectives |
|---|---|
| Essential Duties | • Support the Operations Manager with general financial processes and data entry  
• Process travel reimbursements, purchase of supplies and services with the use of P-card and other purchasing documents in accordance with established procurement and financial policies  
• Organize and/or prepare administrative and financial reports  
• Respond to audit requests and gather documentation as needed  
• Perform P-card reconciliation  
• Coordination logistics for meetings and signature events (retreats, receptions, etc.)  
• Assist Scholars with the tax filing process  
• Maintain working knowledge of MCFSP and university policies, procedures and online networking resources as well as other university reporting programs (i.e., PeopleSoft, Salesforce, MyReports) |
| 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.

<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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<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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</tbody>
</table>
| 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 37875BR 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).