### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>38924</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>Management Intern – Design Fellow</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>
</tr>
<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>January 29, 2018</td>
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#### Job Description

The Office of Scholarship & Innovation is seeking to hire a Management Intern as a Design Fellow to support Mary Lou Fulton Teachers College’s community design labs. The design labs are collaborative partnerships with school districts and community organizations that use an open-ended design process to develop innovative solutions to challenges in education.

#### 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

- Evidence of effective written and oral communication skills
- Experience with qualitative research methods and conducting literature reviews
- Experience with and knowledge of K-12 education
- Demonstrated knowledge of design processes or design thinking a plus
- Experience with digital media a plus

#### Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse
- Require 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

The Design Fellow will support the work of the design labs in a variety of ways. Depending on prior experience and time available, tasks may include:
Supporting individual design teams: e.g. meet with school/district design teams to assist with research/analysis, provide feedback and suggestions on their work and design process

Research/analysis assignments: e.g. do research around a particular question or topic related to the design challenge and quickly summarize the results for practitioners; analyze results of an activity or data that teams have gathered

Supporting a full design lab partnership: attend design sessions and engage with design teams as a facilitator; document the design process (blog posts, photos/video, reports); conduct research on program impact and effectiveness

Ongoing research: assist with research / reflection / evaluation of design labs; contribute to ongoing projects for the Office of Scholarship & Innovation

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**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

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**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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<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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</table>
| 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 **38924BR** 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). |