# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>38926</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Administrative Asst</td>
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<tr>
<td>Job Title</td>
<td>Administrative Assistant</td>
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<tr>
<td>Campus Location</td>
<td>Polytechnic</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>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>
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<tr>
<td>Close Date</td>
<td>January 31, 2018</td>
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## Job Description

Administrative Assistant will provide administrative support to ensure efficiency of the MLFTC character initiative operations team. Supports team through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with the field of education, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Reports to Program Manager.

## Minimum Qualifications

Four (4) years secretarial/administrative experience; OR, Certificate in Secretarial Science AND three (3) years of secretarial/administrative experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## Desired Qualifications

- Demonstrated knowledge of standard office policies and procedures
- Experience in developing and maintaining effective working relationships
- Experience in English composition, grammar, spelling and punctuation
- Experience in typing/word processing and use of personal computer/software and online systems
- Evidence of having a background in education or related field
- Experience in responding to situations that require an ethical response
- Experience in discern right action and the pursuit of knowledge
- Evidence of a Bachelor’s Degree and 3 years experience in an administrative role

## 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**

- Contributes to team culture of service, engagement, compassion, thinking, quality and excellence. Handles multiple projects
- Executes a variety of office administrative activities for team such as operations support, receiving telephone calls and visitors,
- scheduling meetings, conferences, seminars, and special events
- Maintains team calendars and record-keeping system
- Reviews and responds to emails and inquiries. Provides support with summarizing reports, and investigating, and resolving problems within scope of position
- Maintains and updates databases and spreadsheets
- Prepares minutes, notices, manuals, agendas and correspondence with all supporting documentation
- Arranges necessary travel reservations and itineraries, anticipates and prepares background materials needed,
- and communicates arrangements to appropriate individuals
- Orders office supplies, and submits and reconciles expense reports
- Contributes to team effort by accomplishing related results as needed
- Handles multiple projects and develops and updates administrative systems to make them more efficient
- Other tasks as assigned

**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:
| 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](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 38926BR 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).