# Program Coordinator

*(Job Number: 39566)*

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>Polytechnic</th>
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<tbody>
<tr>
<td><strong>Department Name</strong></td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td><strong>Grant Funding</strong></td>
<td>This is a grant funded position. Continuation is contingent on future grant funding</td>
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<tr>
<td><strong>Close Date</strong></td>
<td>27-February-2018 is the initial close date. Applications will continue to be received and reviewed each week thereafter until the job is closed.</td>
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**Job Description**

Reporting to the Program Manager for Strategic Initiatives in the Division of Teacher Preparation at the Mary Lou Fulton Teachers College, this role will provide program coordination and project management support for grant funded strategic initiatives, and will perform work of considerable difficulty, concurrently coordinating multiple, moderately complex projects to further outcomes related to the integration of character development into the college’s systems, curricula and clinical experiences. Most importantly, ensures that the goals and objectives of the projects and program are accomplished in accordance with priorities, timelines funding limitations or other specifications.

**Essential Duties**

- Writes initial drafts of reports on outcomes of strategic activities, including professional development, convenings, curricular and clinical experiences redesign, etc.
- Supports project status and timelines, leading the coordination of activities and timelines specific to areas of responsibility and assigned strategic initiative work group
- Serves in a liaison role to facilitate communications among the strategic initiatives program manager, the assigned strategic initiative work group and the following: key stakeholder groups, professionals who attend and present at conferences and other professional development opportunities that cannot be attended by all project personnel; and other groups and individuals as assigned
- Supports system leaders, design facilitators event coordinator and technical assistance team to plan and host meetings, trainings, professional development opportunities and community events for faculty and staff
- Supports research and evaluation team to schedule, organize and execute cross-over activities to support research projects aligned with the initiative
- Performs other duties as assigned

**Minimum Qualifications**

Bachelor’s degree in field appropriate to area of assignment AND two years administrative/coordinator program experience; OR, Six years of progressively responsible administrative/coordinator program experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Evidence of a Bachelor's degree and five (5) years related experience; 3 of which include project management
- Evidence of commitment to the connection between professional education and the contribution to civility and the common good
- Experience in both a business and academic setting
- Evidence of effective communication skills, both verbal and written, including both expressive and receptive
- Experience in program coordination
- Demonstrated knowledge of project management, including successful experience in planning, organization and coordination of activities; especially in leading or supporting teams in complex projects
- Experience in time management skills
- Experience in working both independently and as part of a team
- Experience in effectively navigating and resolving conflict
- Experience in maintaining a growth mindset and remain open-minded to new ideas

### 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, stooping, reaching, lifting, pushing and pulling up to 20 pounds
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Communicate to perform essential duties
- Use 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.

### 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.

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<tr>
<th>Instructions to Apply</th>
<th>Application deadline is 3:00PM Arizona time on the date indicated.</th>
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<td></td>
<td>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.</td>
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<td>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</td>
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<td>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</td>
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<td>Only electronic applications are accepted for this position.</td>
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<tr>
<th>Instruction for ASU Online Employment Applications</th>
<th>Go to the ASU Human Resources site: <a href="https://cfo.asu.edu/hr-applicant">https://cfo.asu.edu/hr-applicant</a> and scroll down to Jobs at ASU.</th>
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<tr>
<td></td>
<td>Select External Staff Job Opportunities if you’re not currently an ASU employee (you must create an account or enter existing account information).</td>
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<td>Select Internal Staff Job Opportunities if you’re a current ASU employee.</td>
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<tr>
<td></td>
<td>Enter Requisition ID 39566BR in the Search box.</td>
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<td>Click the red job title to view the entire job description.</td>
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<td>To apply, select the check box to the left of the job title and click on Apply to job(s) at the bottom of the screen.</td>
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<td>Click Let's get started to begin the application process.</td>
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