# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>40094BR</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>
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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></td>
</tr>
<tr>
<td>Close Date</td>
<td>March 19, 2018</td>
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**Job Description**

Mary Lou Fulton Teachers College is seeking a detail-oriented, organized individual who will provide professional level administrative support for tasks focusing on faculty personnel actions, faculty searches, faculty events, and other faculty support tasks associated with the office of Academic Systems.

**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**

- Experience providing clerical support in a human resource department, to faculty or administrative staff, or in a front desk/reception position.
- Experience coordinating and managing events including catering, room reservations, and creating flyers.
- Experience in prioritizing work tasks to meet deadlines under pressure with short lead times.
- Experience planning, monitoring, tracking status of projects/tasks.
- Experience in establishing and maintaining effective working relationships in an environment subject to quick changing priorities.
- Experience in using Word, Excel, Publisher, PowerPoint and Outlook.
- Experience in using Blackboard, Qualtrics, Dropbox, Doodle.

**Working Environment**

- Work in an office environment using office equipment, including a computer
- Communicate to perform essential duties
- Lift up to 20 pounds

**Essential Duties**

- Maintain a comprehensive status tracking of tasks associated with faculty personnel actions, faculty searches, and other projects as needed.
- Assist with the maintenance, organization, and coordination of ongoing projects.
- Assist with the coordination of affiliate faculty to the college, including maintenance and update of affiliate faculty list
- Proof-read, fax, copy, and print documents, as needed.
- Ensure internal and external College webpages including but not limited to faculty directory, faculty/staff resources, job postings, contains up-to-date and accurate information.
- Assist with the creation, maintenance, and tracking of faculty searches using interfolio.com software.
- Maintain and update committee lists, and assist in election and ballot process for those committees.
- Provide event coordination and support for faculty workshops which will include but not be limited to room reservations, creating University Technology Office (UTO) service support tickets, creating/distributing flyers, and ordering catering.
- Assist with the coordination of faculty searches including collaboration with faculty search committee and other administrative staff.
- Coordinate faculty candidate visits including but not limited to creating itineraries, making meal and hotel reservations, collating candidate folders.
- Develops and maintains effective work relationships with other departments and external representatives in performing job responsibilities.
- Perform other duties 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:

- 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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### 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 40094BR 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).