# Management Intern

(\text{Job Number: 40459})

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>Tempe</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Grant Funding</td>
<td>This is a grant funded position. Continuation is contingent on future grant funding</td>
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<tr>
<td>Close Date</td>
<td>March 27, 2018</td>
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**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.

**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
- Coordinate 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)

**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 skills, both verbal and written
- Experience in the use of personal computer and related software applications
- Experience in working independently
- Demonstrated knowledge of ASU purchasing and accounting policies and procedures
- Demonstrated knowledge of accounting and budgeting practices and principles
- Demonstrated knowledge of management principles and practices
- Evidence of enrollment in a Master's degree program
- Experience in Microsoft Excel and Advantage softwares
- Experience in customer service standards, methods and practices

**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
- Clearly communicate 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

**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.

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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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<tr>
<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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<tr>
<td></td>
<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 <strong>External Staff Job Opportunities</strong> if you’re not currently an ASU employee (you must create an account or enter existing account information).</td>
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<td></td>
<td>Select <strong>Internal Staff Job Opportunities</strong> if you’re a current ASU employee.</td>
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<tr>
<td></td>
<td>Enter <strong>Requisition ID 40459BR</strong> in the Search box.</td>
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<tr>
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<td>Click the red job title to view the entire job description.</td>
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<tr>
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<td>To apply, select the check box to the left of the job title and click on <strong>Apply to job(s)</strong> at the bottom of the screen.</td>
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<td>Click <strong>Let’s get started</strong> to begin the application process.</td>
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