# Administrative Associate

(***Job Number: 40782***)

<table>
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<tr>
<th>Campus/Location</th>
<th>Tempe</th>
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<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Grant Funding</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<td>Close Date</td>
<td>April 24, 2018</td>
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## Job Description

This job posting is only open to current Arizona Board of Regents employees (Arizona State University, University of Arizona, or Northern Arizona University)

Mary Lou Fulton Teachers College is seeking a detail-oriented and highly 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. These varied administrative responsibilities requires discretion in the handling of matters of a sensitive and confidential nature. Incumbents may have contact with high-level administrative offices requiring use of business vocabulary, tact, discretion and judgment.

## 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, tracking, and closing of faculty searches.
- Assist with the processing and tracking of faculty personnel actions including but not limited to promotion and tenure considerations, sabbatical requests, annual evaluations, retirements/resignations, and probationary reviews.
- Maintain and update faculty search and faculty standing committee lists. 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 UTO service support tickets, creating/distributing flyers, and ordering catering.
- Assist with the coordination of faculty searches including collaboration with faculty search committees, other administrative staff, and the Provost’s Office.
- Provide coordination of faculty candidate visits including but not limited to creating itineraries, making meal and hotel reservations, collating candidate folders, preparing expense reimbursements for candidates and committee members.
- Develop and maintain effective work relationships with other departments within the College and ASU in performing job responsibilities.
- Respond to inquiries by providing information requiring comprehensive knowledge of university policies and procedures; interprets administrative decisions and policies to others.
- Assist with tracking and coordinating faculty visiting scholars.
- Perform other administrative duties as assigned.

**Minimum Qualifications**

Bachelor’s degree in Business or in a field pertinent to work unit and one (1) year of directly related administrative experience; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

**Desired Qualifications**

- Experience providing administrative support to faculty, to high-level administrative staff, or within a human resource department. (2 years)
- Experience in maintaining confidentiality while handling sensitive information.
- 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 MS Office Suite (i.e., Word, Excel, Publisher, PowerPoint and Outlook)
- Experience in using Blackboard, Qualtrics, Dropbox, or Doodle.

**Working Environment**

- Activities are performed in an environmentally controlled office setting
- Sit, stand for varying lengths of time, and walk moderate distances to perform work
- Lift up to 25 pounds
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts
- Communicate verbally and in writing to perform essential functions
- Use office equipment including a computer, printer/copier

**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
| 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. |
| 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. |
| Instruction 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 Jobs at ASU.

- Select **External Staff Job Opportunities** if you’re not currently an ASU employee (you must create an account or enter existing account information).
- Select **Internal Staff Job Opportunities** if you’re a current ASU employee.
- Enter **Requisition ID 40782BR** in the Search box.
- Click the red job title to view the entire job description.
- 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.
- Click **Let’s get started** to begin the application process |