# Academic Success Specialist

**Job Number:** 44087

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<thead>
<tr>
<th>Campus/Location</th>
<th>West</th>
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<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 not a grant funded position and is not contingent on future grant funding.</td>
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<td><strong>Close Date</strong></td>
<td>August 20, 2018</td>
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## Job Description

ASU's Mary Lou Fulton Teachers College is seeking a qualified individual to provide academic advising and related student services for online graduate students in Master's degree programs. Under general supervision, the Academic Success Specialist will serve as a key contributor to increasing student retention and graduation and supports online students in making timely progress toward a degree through a range of online academic counseling and support strategies.

## Essential Duties

- Work as part of the ProMod team in implementing a federally funded research project.
- Lead the development of the documentation of grant activities in K-12 and university classrooms.
- Work directly with local high school teachers and university faculty as they utilize project-based learning pedagogy.
- Provide guidance and recommendations on project designs, teaching strategies and student learning.
- Identifies and communicates best practices for implementing project-based learning pedagogy in K-12 and university courses.
- Build relationships and work effectively with a diverse group of K-12 teachers and university faculty.
- Conduct observations, document findings and provide written summary reports.
- Designs, develops and implements evaluation procedures to assess effectiveness of project designs, teaching strategies and student learning.

**Days and Schedule:** Monday – Friday 8 a.m.-5 p.m. Work location is primarily at the ASU Tempe campus however, incumbent will regularly be required to drive personal vehicle to off-campus events and other ASU campuses to perform work.

## Minimum Qualifications

Bachelor’s degree AND two (2) years previous experience in one or more of the following: advising, student recruitment/retention or related student services utilizing a proactive and innovative approach which results in demonstrated outcomes in retention, graduation, and academic planning; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## Desired Qualifications

- Evidence of a Master's degree in counseling, higher education or closely related field from a regionally-accredited college or university
- Demonstrated knowledge of principles, practices, procedures and methods of evidence-based academic advising strategies
- Experience working with online students
- Experience working with graduate students
- Demonstrated knowledge of academic programs, colleges and departments in a university setting
- Experience in providing thorough and complete attention to detail, following multi-stepped processes and maintaining accurate records
- Experience in applying the principles, techniques and methods of teamwork, compromise and collaboration to produce desired outcomes
- Experience in the use of internet-based research tools and Microsoft Office Suite computer applications, especially Excel
- Experience in establishing and maintaining effective working relationships with peers, faculty, students, administration and other interested parties
- Experience in working effectively in an environment subject to quickly changing priorities
- Evidence of effective verbal and written communication skills
- Experience in interpreting student needs and determining when referral to other university resources is appropriate

**Working Environment**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.
- Frequently required to stand for varying lengths of time and walk moderate distances to perform work
- Occasional 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
- 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.

### 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 44087BR** 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.