Coordinator
(Job Number: 46981)

<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 not a grant funded position and is not contingent on future grant funding.</td>
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<td>Close Date</td>
<td>November 29, 2018</td>
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Job Description
The Office of Scholarship & Innovation (OofSI) at Mary Lou Fulton Teachers College is seeking to hire a Coordinator to provide operational and administrative support. OofSI (http://education.asu.edu/oofsi/) brings collaborative design-based problem-solving to educational systems; supports faculty research and scholarly inquiry in education; and leverages new digital technologies for knowledge creation and dissemination. Reporting to the Associate Dean for Scholarship & Innovation and working closely with the Directors leading the OofSI initiatives, this individual will organize, coordinate and support various activities and programs. We are looking for a proactive, detail-oriented team player who learns quickly and thrives in a mission-driven environment.

**Essential Duties**

- Coordinate and manage logistics for a variety of events such as workshops, meetings, or conferences with high impact for faculty, staff, students, and community partners, including managing communications, space, catering, materials, set-up, etc.
- Supervise student workers, including coordinating the hiring process, on-boarding, schedules, and performance evaluation; also provide support for hiring and on-boarding needs for the office at large
- Support the management of facilities and equipment for IgnitED labs at Tempe and Polytechnic campuses
- Support the operations and management of MLFTC’s internal grants program
- Interact with and be a liaison to students, faculty, staff, and outside organizations, community members, and university departments associated with OofSI Initiatives
- Contribute to communication and marketing needs, such as social media and the OofSI blog, development of brochures, or other unique projects
- Support purchasing, contractors and other business operations, in coordination with business and fiscal office; control expenditures in accordance with budget allocations; recommend equipment and resources for events
- Assist with managing Google Drive and other infrastructure needs
- Perform tasks related to specific program as assigned, such as tracking event attendance and data related to impact of the initiatives
- Coordinate and support OofSI’s presence and participation in college or ASU-wide events, such as all-college meetings
- Manage special projects as needed

Minimum Qualifications
Bachelor’s degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
### Desired Qualifications
- Experience organizing, planning, and managing events including but not limited to: workshops, meetings, receptions, conferences, and off-site events.
- Experience managing / supervising student employees or similar supervisory experience.
- Experience creating, sharing, and engaging in organizational social media strategies.
- Experience with business purchasing including but not limited to: purchase orders, budget tracking, contractor/vendor relations, and ability to interface with centralized business office.
- Experience in record keeping and data storage strategies for multi user cloud based solutions, including but not limited to: Google Drive, Microsoft Onedrive, DropBox.
- Demonstrated knowledge of issues pertaining to area of assignment. Knowledge of budgeting and accounting principles.
- Demonstrated knowledge of basic project management.
- Demonstrated knowledge of supervisory practices and principles.
- Experience in budget preparation and forecasting.
- Experience in coordinating and prioritizing work and activities of self and others.
- Experience in establishing and maintaining effective working relationships.
- Evidence of effective verbal and written communication.
- Experience in a task-oriented and problem-solving approach to work responsibilities.
- Experience in coordinating and/or manage multiple projects and timelines simultaneously.

### 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 walk 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. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

### 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 46981BR** 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. |