Coordinator, Americorps
(Job Number: 47300)

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<tr>
<th>Campus/Location</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 and is not contingent on future grant funding.</td>
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<tr>
<td>Close Date</td>
<td>December 07, 2018</td>
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</tbody>
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**Job Description**
The AmeriCorps Coordinator is responsible for implementing and managing all aspects of the AmeriCorps program in the Mary Lou Fulton Teachers College. AmeriCorps is a national community service program focused on increasing civic engagement and positively impacting community issues. AmeriCorps rewards participants for contributing significant amounts of service with Segal Education Awards to pursue their educational goals. In the Mary Lou Fulton Teachers College, AmeriCorps is offered to students completing their student teaching in high needs schools or in Special Education classrooms. The AmeriCorps Coordinator collaborates with stakeholders within the Teachers College as well as ASU’s national service programs, local schools, and our state funders at the Governor’s Commission on Service and Volunteerism.

**Essential Duties**

- Administer an AmeriCorps Grant awarded through the Arizona Governor’s Commission on Service and Volunteerism.
- Monitor slot usage to reach 100% enrollment; manages support and retention of members.
- Correspond with members regularly via email and in-person office hours. Disseminate information to members regarding professional development, scholarships, publications, etc.).
- Support administration and use of eGrants databases for enrollment, exiting, tracking, and auditing AmeriCorps students and hours including accuracy of forms.
- Supervision of student workers, file audit, quality check, time log entry, and trouble shooting.
- Train support staff in alignment of all steps of the process – enrollment, tracking, exiting, and auditing
- Extract data from AmeriCorps Compact database for monthly, quarterly and annual reports. Data to include enrollment and exit numbers, number of service hours, amount of scholarship dollars earned and cooperating school districts.
- Manage quality control of files, exit forms and progress reports. Reviews files and documents to ensure accuracy and make necessary corrections. Verifies member eligible to participate in the AmeriCorps program, hours served and site supervisor authorization.
- Collaborate with stakeholders in the Teachers College to ensure participation, maintaining consistent messaging and recruiting across the college
- Manage orientations for Teachers College
  - Coordinate with College stakeholders/Preparation
  - Facilitate orientations
  - Collect and check enrollment packets for accuracy
- Understand and facilitate correspondence with ASU financial aid, scholarships and billing to assist members in Award usage.
- Facilitate training for AmeriCorps members in Service-Learning teaching methodologies
- Travel to school-based sites for meetings, orientations, and follow up with students
- Participate in all required meetings, including Arizona Governor’s Commission on Service and Volunteerism and the Corporation for National and Community Service meetings.

### 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
- Demonstrated knowledge of AmeriCorps and/or community service.
- Demonstrated knowledge and skill in writing grants and managing grant funding.
- Experience in developing and implementing student programming/activities in a higher education setting
- Experience in facilitating training, workshops, or training with large groups for adults
- Demonstrated knowledge of service-learning
- Demonstrated knowledge of computers and software
- Evidence of effective verbal and written communication.
- Experience in recording and compiling material for reports.
- Demonstrated knowledge of college/university level program development, implementation and evaluation.
- Experience in supervising employees
- Experience in working with diverse populations
- Experience with K-12 students in Maricopa County

### 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.
- 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.
- 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
- 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 47300BR** 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.