Manager

(Job Number: 47611)

<table>
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<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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<tr>
<td>Close Date</td>
<td>January 2, 2019</td>
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**Job Description**

Under general supervision, the Scheduling Operations Manager provides strategic, specialized technical support and project management to the development and implementation of academic scheduling operations. Working collaboratively with faculty, staff and administration, this position implements and oversees the academic scheduling activities for graduate, undergraduate and online courses (e.g. course enrollment patterns, block scheduling, course changes, new courses, and schedule projections) to ensure all courses are scheduled and staffed.

**Essential Duties**

- Lead establishment of a work plan for production of the college wide schedule including the processes and time lines for faculty staffing.
- Provide direct supervision and evaluation of assigned staff.
- Act as primary point of contact and liaison with faculty, administration and academic advisors to solve a range of complex scheduling, operational and administrative issues related to academic course offerings.
- Assist in project planning, development and implementation to ensure efficiency in meeting the needs of the College and the University in accordance with priorities, time and funding limitations.
- Establish and implement workflow patterns and operating standards to accommodate academic unit course/section scheduling requirements and requests.
- Participate in strategic organizational planning and managerial decision making.
- Work directly and independently with faculty and staff in the development and modification of course and section scheduling resources and accommodations.
- Design and develop specialized data gathering and tabulation tools for applications such as monitoring and analyzing class/section loads, curriculum development work-in-progress, and projects, using database or spreadsheet software.
- Manage multiple high-priority activities requiring considerable coordination and follow-through to meet deadlines and requirements.

**Minimum Qualifications**

Bachelor’s degree in a field appropriate to the area of assignment AND five (5) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Nine (9) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Experience working in higher education including knowledge of academic and administrative policies and procedures.
- Demonstrated knowledge of common higher-education policies and an understanding of the university organizational structure.
- Experience in coordinating and prioritizing work and activities of self and others, and in organizing and utilizing resources.
- Experience with multiple office software applications including Microsoft Office, and Google.
- Experience in establishing and maintaining effective working relationships.
- Experience in analyzing and comprehending complex issues.
- Evidence of effective written and verbal communication skills.
- Experience in managing multiple high-priority activities requiring considerable coordination and follow-through to meet deadlines and requirements.
- Demonstrated knowledge of basic project management.

**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.
- 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>
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<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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<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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| Instruction for ASU Online Employment Applications | Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](http://https://cfo.asu.edu/hr-applicant) and scroll down to Jobs at ASU.  
- Select [External Staff Job Opportunities](http://https://cfo.asu.edu/hr-applicant) if you’re not currently an ASU employee (you must create an account or enter existing account information).  
- Select [Internal Staff Job Opportunities](http://https://cfo.asu.edu/hr-applicant) if you’re a current ASU employee.  
- Enter Requisition ID **47611BR** 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)](http://https://cfo.asu.edu/hr-applicant) at the bottom of the screen.  
- Click [Let’s get started](http://https://cfo.asu.edu/hr-applicant) to begin the application process |