Coordinator, Student Engagement  
(Job Number: 47866)

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<th>Campus/Location</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>January 2, 2019</td>
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**Job Description**

The Mary Lou Fulton Teachers College seeks a highly energetic, motivated, creative, and adaptable individual to join the Office of Student Services. As part of our recently deployed Student Success Team focused on increasing retention and persistence, the Student Engagement Coordinator will be responsible for coordinating and implementing events, supervising student leaders, and supporting our residential life efforts.

The ideal candidate will work well independently and a part of a team in a fast-paced, flexible environment, while providing a high level of customer service to both the university and external communities. This position requires evidence of effective time management and organizational skills.

**Essential Duties**

- Develop and execute the planning and programming needs of all undergraduate student engagement, including but not limited to, College Assembly and Family Weekend.
- Collaborate with Student Success Team to support retention and engagement initiatives.
- Engage, develop, hire, and train student team that consists of Student Programming Assistants, Student Organization Leaders, and Housing Paraprofessional.
- Work in partnership with Residential Life staff members to build community in the residence hall.
- Develop collaborative relationship with Teachers College organizations to provide support and expertise to aid in programing initiatives.
- Collaborate to develop New Student Orientation presentation and present to new students about engagement within the Teachers College.
- Coordinate and execute marketing and social media efforts.
- Utilize technology, such as ListServ and Outlook, to communicate with students on a regular basis.
- Establish and maintain effective working relationships with ASU students, faculty, and staff to effectively implement programs and strategic initiatives.
- Budget management.
- Assessment and evaluation of programs and services.
- Other duties as assigned.

**Minimum Qualifications**

Bachelors Degree in Marketing, Business, Computer Science or related field and five (5) years of related experience in marketing, communications or business including experience with rich media publishing tools, database management, web site content management and use of interactive business models, Web technologies and social media businesses; 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 a closely related field
- Experience with program development, coordination, implementation, and assessment.
- Demonstrated knowledge and application of student development theory and student leadership development.
- Experience in work that requires flexibility, adaptability and attention to detail.
- Experience in solving problems and addressing student needs.
- Experience working with diverse students in a college/university setting.
- Experience establishing and maintaining effective working relationships with students, staff, and faculty.
- Experience promoting university student programs and services.
- Experience working with Residential Life.
- Experience working with Student Organizations.
- Effective presentation and public speaking skills.
- Evidence of effective written and verbal communication skills.
- Experience utilizing various types of technology to include Microsoft Office applications (i.e., Word, Excel, PowerPoint, Outlook) and web-based data systems.
- Experience with Peoplesoft, Salesforce, and ASU Retention Dashboards.
- Demonstrated knowledge of college student population and student development principles and practices.
- Experience in supervising and evaluating clinical work of assigned trainees and staff.
- Experience in organizing and coordinating projects and committees related to organizational goals

**Working Environment**

- 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.
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions
- Frequent travel to other campuses.
- Ability to work in a loud environment and manage distractions.
**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 5,000 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the quality of teaching and learning and the performance of education systems.

MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.

MLFTC takes action by bringing people and ideas together to increase the innovation capabilities of individual educators, schools and organizations, districts and 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 47866BR** 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.