Admission Coordinator
(Req Number: 48630BR)

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>West</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>Close Date</td>
<td>February 1, 2019</td>
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**Job Description**

The Mary Lou Fulton Teachers College (MLFTC) seeks a dynamic, creative, and adaptable individual for the role of Admission Coordinator for graduate programs in the college. Under supervision of the Assistant Director of Graduate Student Services, the Coordinator plans, organizes, and coordinates admission activities for graduate programs with the purpose of providing an excellent experience to applicants and admitted students. This position is based at the West campus, and occasional travel to other ASU locations may be required.

**Essential Duties**

- Supervise/Leads admission staff in the provision of admission, recruitment/retention, and/or academic program functions to ensure needs of applicants and admitted students are met for successful matriculation to online and campus-based graduate programs.
- Provides admission support and/or interacts with applicants and students in support of admission regularly, but no less than 50% of time.
- Coordinates activities related to admission for MLFTC graduate programs, including the establishment of application deadlines, management of supplemental applications, and the reporting of admission workflow in collaboration with college and university staff/faculty.
- Works closely and collaboratively with manager, chair, or director and university administrators to implement policies and practices in support of college, department, and university goals.
- Assists in development of MLFTC admission practices and processes.
- Monitors admission team effectiveness through a variety of reporting tools; works closely and collaboratively with applicants, faculty, and staff.
- Acts as college/department liaison to current and prospective students, faculty, staff, and external groups on issues related to admission to graduate programs.
- Responds to applicant/student questions and concerns; works with applicants/students to resolve all issues to ensure ongoing satisfaction with the application process.
- Works collaboratively and collegially with academic units and services throughout the university to facilitate comprehensive applicant support.
- Utilizes a variety of university data and programmatic direction to promote smooth admission processes.
- Other duties as assigned.

**Minimum Qualifications**

Master's degree AND one year 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**

- Experience in graduate admission for online and campus-based masters and graduate certificate programs
**Working Environment**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse.
- 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.
- 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.
- Occasional travel to other ASU campuses.

**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 48630BR** 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.