Coordinator, America Reads
(Job Number: 49322BR)

<table>
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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 Funded Position</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>November 6, 2015</td>
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<td>Job Description</td>
<td>This position oversees America Reads, an academic tutoring &amp; mentoring program employing ASU students as tutors and mentors for K-8th grade children attending under-resourced schools. Under general supervision, plans, organizes and coordinates activities, functions and programs in accordance with priorities, time limitations, funding limitations or other specifications.</td>
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| Essential Duties | • Manages and supervises day-to-day operations of the program and monitors team progress and activities.  
• Monitors human resource functions for program staff and ASU students including interviewing, hiring, employment, payroll, and evaluations.  
• Supervises program staff and their subordinates.  
• Facilitates job skill training and monitors mandatory training participation.  
• Cultivates partnerships with community partners and partnering ASU departments.  
• Creates and revises program policies.  
• Compiles and analyzes program assessment and evaluations.  
• Monitors program budgets and partnerships and controls expenditures in accordance with budget allocations.  
• Maintains program logistics, alignment to state standards and best practices in program delivery.  
• Maintains safe environments for all participants.  
• Represents the college/department and serves on various department and university committees.  
• Attends seminars, workshops and conferences. |
| 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 | • Knowledge of principles, standards and practices of program coordination  
• Practical work experience in employee supervision  
• Practical work experience and knowledge of K-8 learning environments  
• Practical work experience in meeting facilitation, conducting training/orientations sessions or teaching adults;  
• Practical work experience as community liaison or cultivating partnerships  
• Demonstrated technology skills  
• Effective communication (written & oral)  
• Experience working with diverse student populations |
• Graduate degree and/or current enrollment in graduate level courses

**Working Environment**

• Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking.
• Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds.
• Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties.
• Regular review of completed tasks.

**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.

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<th>Instructions for ASU Online Employment Applications</th>
<th>Go to the ASU Human Resources site: <a href="https://cfo.asu.edu/hr-applicant">https://cfo.asu.edu/hr-applicant</a> and scroll down to Jobs at ASU.</th>
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<td>• Select <strong>External Staff Job Opportunities</strong> if you’re not currently an ASU employee (you must create an account or enter existing account information).</td>
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<td></td>
<td>• Select <strong>Internal Staff Job Opportunities</strong> if you’re a current ASU employee.</td>
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<td></td>
<td>• Enter <strong>Requisition ID 49322BR</strong> in the Search box.</td>
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<td>• Click the red job title to view the entire job description.</td>
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<td>• To apply, select the check box to the left of the job title and click on <strong>Apply to job(s)</strong> at the bottom of the screen.</td>
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