### Management Intern, Scheduling  
*(Job Number: 50434BR)*

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>MLF Teachers College</td>
</tr>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Scope of Search</td>
<td>Open</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
</tr>
<tr>
<td>Close Date</td>
<td>April 2, 2019</td>
</tr>
</tbody>
</table>

#### Job Description
Under the supervision of the Scheduling Coordinator, the Management Intern, Scheduling provides administrative support that assists with classroom scheduling for the college by ensuring that schedules are updated to reflect revisions, staffing assignments or other specifications for accurate course schedules.

#### Minimum Qualifications
Bachelor's degree in a related field; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

#### Desired Qualifications
- Demonstrated knowledge of Windows and Microsoft Office: Excel and Word
- Experience performing accurate data entry from a variety of sources with attention to detail
- Experience in being flexible to meet changing need and procedures
- Experience in project-oriented and work under deadlines
- Experience in working independently
- Experience in establishing and maintaining effective working relationships
- Evidence of effective communication, both verbal and written
- Experience in the use of Outlook or other similar email programs
- Experience in PeopleSoft

#### Working Environment
- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse
- Bending, reaching, lifting, pushing and pulling up to 25 pounds
- 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

#### Essential Duties
- Monitor the class schedules daily on Google Docs; process revisions and annotates status once each request is complete
- Process data validation of the class schedule rollover for reach semester based on the scheduling agenda
- Assists with Instructor Class Funding
- Assists with Final Exam process
- Process class breakout room requests
- Assists with grade change submissions
- Effectively handle three to four semesters of the class schedule at any given time
- Participates in development, implementation and revision of departmental goals and objectives with the outcome to improve academic scheduling and database management systems
- Serve as backup to Scheduling Team for all scheduling needs and other tasks as needed

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 6,000 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 80,000 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
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.

Employment Verification
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.
### 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.

### Instructions 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 apply for an ASU job.
- For staff positions, click on **External Staff** or **Internal Staff** (for existing ASU employees) – if External, you must create an ASU account or enter existing account information).
- From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on **SEARCH** to locate positions of interest.
- OR click on **Advanced Search**, to customize your search by campus, title keywords, etc.
- From the Search Results page, scroll to positions of interest and click on the Job Title above Requisition ID 50434BR to apply for this position.
- From the Job Details page, review the posted job description and click the **Apply to job** button to begin the online application process.
- Then, answer the questions to complete the ASU Kenexa online employment application (**Note** - you will be asked to submit your cover letter, resume and three personal references as part of the application process).