Coordinator Sr.
(Job Number: 50799BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
</tr>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</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 24, 2019</td>
</tr>
</tbody>
</table>

**Job Description**

The Coordinator Sr., Academic Programs implements curriculum support activities for the Mary Lou Fulton Teachers College Division of Educational Leadership and Innovation, as part of the division’s delivery of undergraduate and graduate programs for more than 3,000 students.

We seek a high-performing, positive, service-oriented individual with excellent attention to detail to work with our faculty and staff. An ideal candidate will enjoy preventing and solving operations problems for more than a dozen programs and 3,000 students, and works well under pressure and without constant oversight. A strong candidate will be comfortable and adept at providing program related administrative support to the Assistant Director for Curriculum and Operations as well as the Division Director and the faculty leading individual programs. They will also demonstrate a commitment to advancing her/his team’s professional development and advancement. The ideal candidate will demonstrate initiative and independent judgment in both routine and non-routine situations. This position is full-time and reports to the Assistant Director for Curriculum and Operations.

**Essential Duties**

- Collaborate in periodic academic processes each term/session:
  - Attend essential meetings each term/session, and support the Assistant Director in preparing for such meetings
  - Maintain Division process documents and enter data in back-end staffing processes
  - Collaborate with other MLFTC/ASU staff and academic professionals in updating key documents such as syllabus templates

- Provide logistical support to the Assistant Director in curriculum development, including the following:
  - Tracking essential timelines and processes for curriculum review
  - Reviewing curricular proposals for completeness and accuracy
  - Maintaining records of curriculum actions

- Assist with hiring of part-time faculty and academic professionals each session:
  - Confirm availability and willingness of recommended individuals
  - Send, receive, and forward appropriate initial paperwork for part-time session hires
  - Maintain and update orienting materials for part-time faculty
  - Connect new part-time faculty with problem-solving resources as appropriate
Maintain and update essential records and files, per division procedures, including but not limited to the following:
- Incomplete requests
- Applications for Faculty Associate and Academic Associate (part-time instructional) positions in selected programs
- Faculty requests for summer teaching

- Maintain direct contact and excellent collaborative relationships with MLFTC colleagues and also personnel of various outside organizations and university departments.
- Improve core division functions by actively solving problems as they appear and making recommendations to Assistant Director and Director in improving existing policies/processes/protocols.
- Other duties as assigned.

**Minimum Qualifications**

Bachelor’s degree in a field appropriate to the area of assignment AND 5 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**

- Experience in logistical support in higher education
- Experience working in higher education, including a knowledge of academic and administrative policies and procedures and evidence of successful collaboration within and across assigned units
- Demonstrated knowledge of common higher education policies and an understanding of the university organizational structure, including knowledge of and experience with academic staffing and scheduling activities, policies and procedures
- Fundamental technical skills in word processing, managing spreadsheets and navigating enterprise-level systems
- Demonstrated evidence of consistently high productivity, attention to detail, coordination, and follow-through in high-demand operations environments

**Working Environment**

- Activities are primarily performed in a regular climate-controlled office 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

**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 up 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 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 50799BR 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).