Assistant Director, Curriculum and Operations  
(Job Number: 50801BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</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>April 24, 2019</td>
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<tr>
<td>Job Description</td>
<td>The Assistant Director plans, organizes, and coordinates 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 the coordination of planning for curriculum development and the delivery of dozens of courses each session for more than 3,000 students, and works well under pressure and without constant oversight. A strong candidate will be comfortable and adept at providing curriculum and operations support to the Director and the faculty leading and planning individual programs. She/he 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 Director.</td>
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**Essential Duties**

- Manage support for program
- Manage the division’s processes for staffing courses and assigning appropriate and equitable teaching loads of full-time faculty
  - Organize the solicitation and resolution of course staffing recommendations from program coordinators
  - Track and manage teaching loads of full-time faculty
  - Manage the implementation of staffing decisions
  - Collaborate with other MLFTC/ASU staff and academic professionals in updating key documents such as syllabus templates
- Support curriculum development in the division, including the management of essential processes
  - Supporting the Director and College in assessing the viability of proposals
  - Supporting faculty in the development of proposals approved by the Director/College
  - Collaborate with other MLFTC/ASU staff and academic professionals in the curricular proposal/change process steps
  - Managing internal and inter-unit communications to ensure curricular changes occur smoothly
- Manage and support academic program coordinator(s)
- Maintain and improve essential division academic procedures. Actively solve problems as the appear to improve the core functions of division
and make recommendations to Assistant Director and Director in improving existing policies/processes/protocols
  ● Maintains direct contact and excellent collaborative relationships with MLFTC colleagues and also personnel of various outside organizations and university departments.
  ● Other duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of the principles and practices related to academic processes, including curriculum and scheduling/staffing.
- Knowledge of management and supervisory principles and practices.
- Skill in problem solving and decision-making.
- Skill in planning, analyzing and coordinating activities and establishing priorities.
- Skill in effectively managing, supervising and evaluating assigned staff.
- Skill in both verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

**Minimum Qualifications**

Master's degree in a related field, AND four (4) years experience in one or more of the following: advising, recruitment/retention, other related student services in a college/university environment, which includes two (2) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Successful experience in logistical support in higher education
- 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
- 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.
- Use of office equipment including a desktop computer.
- Attend meetings at various locations across campuses.
- Work both independently and/or within a complex structured team.

**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.

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<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Background Check Statement</td>
<td>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.</td>
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<tr>
<td>Instructions to Apply</td>
<td>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.</td>
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| 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 50801BR 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). |