Student Engagement Management Intern
(Job Number: 50945BR)

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<th>Campus Location</th>
<th>Tempe</th>
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<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<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 16, 2019</td>
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**Job Description**

Mary Lou Fulton Teachers College seeks a highly energetic, motivated, creative, and adaptable individual to join the Office of Student Services. Our Student Success Team is focused on increasing retention and persistence. The Student Engagement Management Intern will be responsible for developing multicultural programming and overseeing multicultural student organizations, tracking and assessing retention, and helps to coordinate a comprehensive and culturally sensitive set of support services designed to ensure the academic success and overall well-being of students. The position is responsible for all aspects of assisting with identifying, designing, and coordinating a comprehensive program of academic support services and activities for undergraduate students, with special emphasis on underrepresented, first-generation, and other at-risk populations.

The ideal candidate will work well independently and a part of a team in a fast-paced, flexible environment, while providing a high level of customer service to both the university and external communities. This position requires evidence of effective time management and organizational skills and some local travel between ASU campuses and within the greater Phoenix area.

**Essential Duties**

- Collaborate with Student Success Team to support retention and engagement initiatives focused on creating a culturally sensitive set of support services designed to ensure the academic success and overall well-being of underrepresented students.
- Engage, develop, hire, and train student team that consists of Peer Mentors, Student Programming Assistants, Student Organization Leaders and Housing Paraprofessional.
- Work in partnership with Residential Life staff members to build community in the residence hall.
- Develop collaborative relationship with Teachers College organizations to provide support and expertise to aid in programming initiatives.
- Establish and maintain effective working relationships with ASU students, faculty, and staff to effectively implement programs and strategic initiatives.
- Conducts independent research of administrative or operational areas specific to the area of assignment.
Assembles and analyzes statistical data and makes interpretations for application to area of assignment.
- Assists in development of new undergraduate student engagement programs, policies and procedures; coordinates programs as assigned.
- Analyzes procedures and makes recommendations for improvement.
- Maintains databases and prepares reports as needed.
- Assessment and evaluation of programs and services.
- Other duties as assigned.

Knowledge, Skills and Abilities:
- Knowledge of management principles and practices.
- Knowledge of program coordination.
- Knowledge of basic project management.
- Skill in organizing resources and establishing priorities.
- Skill in planning, organization, coordination of activities.
- Skill in establishing and maintaining effective working relationships.
- Skill in effective communication, both verbal and written.
- Skill in the use of personal computer and related software applications.

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 experience in organizing resources and establishing priorities. Including planning, organization, coordinating of activities.
- Evidence of effective communication, both verbal and written.
- Demonstrated experience with program development, coordination, implementation, and assessment.
- Demonstrated experience working with individuals from diverse backgrounds including: race, sex, gender, sexuality, socio-economic, ethnic, religious, and cultural backgrounds. Prior experience working with underrepresented college students, first-generation students, and high-risk students preferred.
- Demonstrated knowledge and application of student development theory and student leadership development.
- Demonstrated ability to creatively strategize and be innovative in solving problems and addressing student needs.
- Experience establishing and maintaining effective working relationships with students, staff, and faculty.
- Experience in assisting in resolving conflict. This includes mediation and referral to support services.

Working Environment
- Extended periods of sitting, keyboarding, and manipulating a computer mouse.
- 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.
- Regular activities require ability to quickly change priorities.
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions
- Ability to work in a loud environment and manage distractions.

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.

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<th>ASU Statement</th>
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<td>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.</td>
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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.

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<th>Employment Verification</th>
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<td>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</td>
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<th>Background Check Statement</th>
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<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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<th>Instructions to Apply</th>
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<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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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 **50945BR** 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).