## Project Manager, Global  
(Job Number: 51803BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe</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 a grant funded position and is contingent on future grant funding.</td>
</tr>
<tr>
<td>Close Date</td>
<td>May 21, 2019</td>
</tr>
</tbody>
</table>

### Job Description
This position is supporting the Center for the Advanced Studies in Global Education managing global projects in multiple countries. Works closely and collaboratively with stakeholders to plan, direct, organize, and execute against project requirements; identifies and acquires necessary resources and coordinates efforts by all parties to ensure timely delivery of project outcomes in accordance with sponsoring source’s expectations.

### Essential Duties
- Plans, develops, implements, and coordinates projects through complete task definitions and work requirement identification and assignments.
- Continuously monitors/manages project benchmarks/outcomes expectations with team; as directed by Direct Supervisor assigns tasks and identifies issues for resolution to ensure optimal team effectiveness.
- Prepares and maintains all project status reports and schedules; tracks milestones/deliverables, critical paths and dependencies; re-sets expectations as needed in consideration of project progress/outcomes.
- Responds to all inquiries regarding project status; prepares and responds to all regulatory reporting/filings to ensure compliance.
- Under direction from Direct Supervisor, works closely and collaboratively with key stakeholders to promote accomplishment of milestones and objectives; identifies critical resource expertise and targets appropriate internal and/or external sources to ensure optimal outcome(s).
- Manages, coaches, and supervises select project team members both internal and contracted to ensure optimal outcomes; builds, develops, and maintains relationships vital to project success.
- Works collaboratively with stakeholders, leadership, and other related staff to define and identify all required project infrastructure including, but not limited to: space, build/reconfiguration of facilities, equipment, technology and infrastructure to ensure timely availability for successful launch and ongoing project operations.
- Prepares all post-project reports, budget allocations and summaries/filings to ensure timely dissemination of information to appropriate parties.
- Performs other project management and contract administration duties as required.
- Undertakes assignments on projects or special initiatives as appropriate.
- Supports the recruitment of short- and long-term staff; oversees onboarding of new project staff; fields staff and consultants for international travel as needed.
- Submits invoices, subcontractors' costs, expense reports, deliverables, etc., to MLFTC Business Office and/or ORSPA to ensure compliance with contracts and ASU's policies.
- As assigned by Direct Supervisor, participates and facilitates the process for programmatic procurement. Monitors commercial vendor agreements as assigned.
- Supports compliance with relevant regulations in providing logistical support for project staff and activities, ensures that all such activities are conducted in accordance with University policy, governmental regulations and funding source requirements.
- Other duties as assigned.

**Minimum Qualifications**
Bachelor's degree and 5 years related experience; 1 of which are in project management, or any equivalent combination of experience and /or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**
- Master’s degree in a relevant field (international development, higher education, global studies).
- Demonstrated experience managing complex technology projects.
- Awareness of and/or experience with USAID regulations, FAR, ADS, procurement procedures and contract compliance.
- Demonstrated proficiency with digital project monitoring and tracking systems to improve project efficiency.
- Ability to clarify roles and responsibilities to ensure understanding of expectations; takes action to mitigate conflict.
- Demonstrated accomplishments with; employing proactive approaches in the workplace, attention to detail, working within deadlines, managing multiple priorities in a fast-paced environment.
- Interest in knowledge management, international educational development or higher education.
- Demonstrated experience in the use of MS Office applications, financial, and project management systems and procedures.
- Demonstrated leadership, management, organizational, and decision-making skills.
- Demonstrated experience with training and supporting subordinates.
- Demonstrated ability to work effectively both independently and as part of a team.
- Excellent interpersonal skills and client service provision.
- Excellent written and verbal communication skills.
- Experience living or working in developing countries.
- Demonstrated, applied experience implementing complex international development projects.
- Demonstrated, applied experience working in African countries.

**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 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/tobacccofree

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](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 **51803BR** 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).