Management Intern, Site Manager-Amercica Reads  
(Job Number: 53227BR)

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<tr>
<th>Campus Location</th>
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<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Part-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not grant funded position and is not contingent on future grant funding.</td>
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<td>Close Date</td>
<td>July 18, 2019</td>
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**Job Description**

This position manages sites for America Reads, an academic tutoring program employing ASU students as tutors and mentors for K-8th grade children attending under-resourced schools. This position will provide professional level site management support to the Mary Lou Fulton Teachers College America Reads Program; will coordinate and perform America Reads Program pre-semester functions, semester functions, semester closing functions, supervise student leaders and cultivate community partnerships; assist with general administration projects, research and analysis, procedural studies and technical planning.

America Reads partners with local schools and community centers to offer tutoring, mentoring and academic skill building services to children living in low-income areas or attending Title I schools. ASU students who are eligible for Federal Work Study through the financial aid office or enrolled in a University Service-Learning class participate as tutors and mentors. In the tutoring program, K-8th grade children receive 1-on-1 tutoring, the ASU tutors facilitate interactive educational activities that corresponds to the Arizona College and Career Readiness Standards in reading, writing and math. The middle school program is targeted for 6-8th grade children to address academic skill building, life skills, college preparation, positive decision-making, self-esteem, etc.

**Essential Duties**

- Performs tasks related to specific functions/program assigned, such as tracking program attendance, planning logistics or other unique projects
- Supervises student worker leaders perform including observations, support, training and perform improvement plans
- Maintains safe environments for all participants
- 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 programs, policies or procedures; coordinates programs as assigned
- Assists in specialized administrative or technical projects in area of assignment
- Analyzes procedures and makes recommendations for improvement
- Maintains databases and prepares reports as needed
• Conducts pre-semester duties for America Reads Program including: setup, communication, training, site calendar, tutor paperwork, supervisor invoices, supplies, oversight of staff duties, facilitating site team meetings, transportation and parent/teacher meetings
• Coordinates semester duties for America Reads Program including: on-site review visits, lead weekly team meetings, weekly Site Manager meetings, mandatory office hours, coordination of in-service days, communication with parents and school personnel, assist in recruitment, administer participant assessments, and completion of mid-term evaluations
• Coordinates semester closing duties for America Reads Program including; end-of-semester multi-rater evaluations, tutor feedback, pre/post test site results, final student attendance, parent & teacher program evaluations and updating of Site Procedure manual

Areas of duties and responsibilities may include the following:
• General administration
• Academic and Student Services
• Business office
• Development
• Event staging
• Marketing and promotions
• Media relations
• Operations
• Special projects
• Data analysis
• Report development

**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 management principles and practices
• Demonstrated knowledge of basic project management
• Practical work experience in K - 12 learning environments
• Experience in supervising employees
• Experience in organizing resources and establishing priorities
• Experience in planning, organization and coordination of activities
• Evidence of effective communication skills, both verbal and written
• Experience in the use of personal computer and related software applications

**Working Environment**
• Activities are performed in an environmentally controlled office setting subject to extend periods of sitting, keyboarding and manipulating a computer mouse.
• Required to stand for varying lengths of time and travel moderate distances to perform work
• Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds
• Ability to maintain and foster good working relationships with students, staff and community partners

**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
| 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](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 **53227BR** 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). |