Management Intern, IgnitED Lab  
(Job Number: 54114BR)

<table>
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<tr>
<th>Campus Location</th>
<th>Poly</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>August 9, 2019</td>
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<td>Job Description</td>
<td>As an IgnitED Lab Management Intern, you will assist in developing and fulfilling the mission of the IgnitED Labs. The IgnitED Labs are open, hands-on, learner-centered creative spaces where users can explore and play with new and emerging technologies that serve roles in teaching and learning. You will assist in the administration of the labs, which include locations at three campuses. You will coordinate group and individual lab visits, plan and implement lab programming for staff, students, and faculty members, and participate in promotional activities for the labs.</td>
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**Essential Duties**

- Coordinating and collaborating with lab administrators.
- Scheduling and coordinating lab equipment use in and out of the lab.
- Providing leadership and training to IgnitED Lab student employees.
- Maintaining proficient knowledge of all technology utilized in the lab.
- Collaborating and communicating with all team members when planning or implementing projects.
- Providing customer support and one-on-one assistance for lab visitors.
- Maintaining a welcoming and supportive environment.
- Maintaining all lab technology equipment,
- Maintaining inventory and usage records.
- Planning and providing tutorials, presentations, and activities with a variety of emerging technology.
- Exploring ways the lab technologies can support learning.
- Assisting with social media posts for the lab.
- Initiating ideas for innovation in the labs and contributing to continued development of the lab vision.

**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**

- Previous experience working with technology, programming, and/or experiences in training users.
- Earned bachelor's degree in technology field.
- Demonstrated experience working with a variety of technologies.
- Demonstrated interest in learning/exploring new technologies (hardware and software).
- Demonstrated customer support, and/or experience training or tutoring others in technology (hardware or software).
- Demonstrated ability to be creative in the application of hardware or software.
- Professional written and verbal communication skills.
- Demonstrated ability to lead team members and work effectively in a team.

**Working Environment**

- Activities are performed in an environmentally controlled office setting subject to extended 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.
- Occasional events in outdoor locations.

**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 upon successful passing
| **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. |
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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 54114BR 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). |