Administrative Specialist  
(Job Number: 54980BR)

Campus Location | Tempe  
Department Name | Mary Lou Fulton Teachers College  
Full-Time/Part-Time | Full-Time  
Grant Funded Position | This is not a grant funded position and is not contingent on future grant funding.  
Close Date | September 6, 2019  
Job Description | Under general supervision, performs complex administrative duties of a responsible, sensitive, and confidential nature requiring considerable independence of action in support of the Mary Lou Fulton Teachers College Urban Collaborative and the Dean's office.  

Essential Duties
- Executes a variety of office administrative and/or secretarial support activities for supervisor and executive staff such as composing replies to correspondence on own initiative, interpreting and explaining established policies and procedures in response to inquiries from a variety of sources, summarizing reports and information to facilitate review by supervisor, and investigating, evaluating and resolving problems within scope of position.
- Provides office operations support such as receiving and screening telephone calls and visitors, scheduling meetings, conferences, seminars, and special events, maintaining supervisor's calendar, maintaining record-keeping systems, opening and reviewing incoming mail, and responding to inquiries.
- Plans and arranges conferences, meetings and/or special events under general instructions from supervisor; communicates arrangements to appropriate individuals.
- Arranges necessary travel reservations and itineraries; anticipates and prepares background materials needed. Submits travel requests and expenses reports in Concur travel system.
- Manages or assists in the management of calendars for executive staff.
- Works closely with other university offices in coordinating executive team members involvement in university events and meetings.
- Coordinates or assists in coordinating events, including arranging equipment and catering; sending invitations and managing RSVPs.
- Independently composes correspondence on a variety of subjects requiring judgment, originality, and knowledge of issues involved.
- Schedules and may attend meetings and conferences.
- Maintains files; completes requests, records, submits and tracks all purchase requests/vouchers.
- Provides back-up to other staff in the office.
- Other duties as assigned.

Minimum Qualifications | Bachelor's degree and five (5) years of executive-level administrative support experience; OR, Nine (9) years of executive-level administrative support experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
### Working Environment
- Duties are performed in an environmentally controlled office setting subject to extended periods of sitting, telephone communication, keyboarding and manipulating a computer mouse;
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- Lifting up to 20 lbs

### Desired Qualifications
- Demonstrated knowledge of University policies and procedures.
- Experience with planning and coordinating various types of events and meetings.
- Experience with making travel arrangements: including airfare and lodging.
- Experience in a wide variety of administrative functions including calendaring, scheduling, and word processing.
- Experience in dealing with a wide range of topics, including confidential and sensitive information.
- Experience in maintaining effective working relationships.
- Evidence of effective communication skills, both verbal and written.

### 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](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.
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<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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<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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<td>Instructions for ASU Online Employment Applications</td>
<td>• Go to the ASU Human Resources site: <a href="https://cfo.asu.edu/hr-applicant">https://cfo.asu.edu/hr-applicant</a> 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 54980BR 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).</td>
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