Assistant to the Dean  
(Job Number: 55544BR)

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<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>Full-time</td>
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<td>Scope of Search</td>
<td>Internal – ABOR only</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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<td>Close Date</td>
<td>September 20, 2019</td>
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**Job Description**  
ASU’s Mary Lou Fulton Teachers College seeks a professional administrator for the position of Assistant to the Dean. Under general direction of the Dean, this position provides a wide range of administrative level staff support, coordination and liaison functions for the dean’s office and other levels of administration including the Provost, the President, and internal and external constituents. This position reports to Dean Carole Basile.

**Minimum Qualifications**  
Bachelor’s degree in business, education or related field and four (4) years of related work experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**
- Demonstrated knowledge of academic and administrative policies and procedures.
- Demonstrated knowledge of basic project management.
- Experience in coordinating and prioritizing work and activities of self and others.
- Experience in establishing and maintaining effective working relationships.
- Evidence of effective written and verbal communication.
- Experience in dealing with confidential and sensitive information.
- Experience in the use of personal computers and related software applications.
- Experience in organizing resources and establishing priorities.
- Experience in analyzing and comprehending complex issues.
- Experience in coordinating and organizing meetings and/or special events.
- Experience in creating, compose and editing written materials
- Demonstrated knowledge of university organizational structure.
- Demonstrated knowledge of management and supervisory principles and practices.
- Experience in making administrative and procedural decisions and judgments on sensitive, confidential issues.
- Experience in interpreting University and Arizona Board of Regents policies.
- Experience in English composition, grammar, spelling and punctuation.
| Working Environment | Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse
| | Bending, reaching, lifting, pushing and pulling up to 25 pounds
| | Ability to clearly communicate verbally, read, write, see and hear to perform essential functions |
| Essential Duties | Serves as the primary point of contact on any matter directed to the dean’s office by University and community constituencies; independently researches and prioritizes incoming issues and determines appropriate course of action, referral, and/or response.
| | Assists with correspondence for the Dean.
| | Answers phone calls and distributes mail for the Dean.
| | Advises the Dean on policy, procedural and operational issues of the University.
| | Oversees the management of the Dean’s calendars along with supervision of a support staff who manages the calendars by analyzing appointment requests and determining the most efficient use of her time.
| | Approves time for Staff as designated (DTA) as needed.
| | Responsible for planning, expensing, and compliance auditing of extensive travel arrangements.
| | Schedules major development activities for the Dean and coordinates their involvement in major University events.
| | Assists in developing Dean’s office operating policies and procedures; evaluates office functions and recommends/oversees changes as needed; ensures that office operations are in compliance with policy provisions and standards.
| | Edits and prepares supporting materials for meetings and presentations in Word, PowerPoint and Excel.
| | Serves as facilitator in coordinating projects and events and in the communication of information from the Dean’s office.
| | Interacts with members of the university community and the public on behalf of the College.
| | Exercises sound judgment in decision-making, including ability to anticipate, recognize and resolve internal and/or constituent issues.
| | Assists students, faculty, and staff with various issues as they arise.
| | Performs special assignments as directed by the Dean. |

**DAYS AND SCHEDULE:** Monday-Friday 8:00AM-5:00PM

| 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 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.

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.

**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 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 **55544BR** 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).