# Program Manager
## (Job Number: 55719BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe</th>
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<tbody>
<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>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is a grant funded position and is contingent on future grant funding.</td>
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<tr>
<td>Close Date</td>
<td>September 26, 2019</td>
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### Job Description
Under administrative direction, performs work of considerable difficulty in coordinating and directing the activities and functions of a project or program. Independently ensures that the goals and objectives of the project or program are accomplished in accordance with priorities, time limitations, funding limitations or other specifications.

### Essential Duties
- Supervises and facilitates the development of high impact training materials, training content, training delivery modes, or workshops, meetings and conferences with program/project participants; oversees logistics, scheduling and target audience communications.
- Develops and monitors daily operations and coordinates program/project activities.
- Directs the recruitment of local participants within the region utilizing the most appropriate promotional and marketing methods.
- Supervises the activities of subordinates.

### Minimum Qualifications
Bachelor's degree in a related field AND five years administrative/coordination experience; OR, Master's degree in field appropriate to area of assignment AND three years administrative/coordination experience; OR Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications
- Skill in planning, budgeting, implementing and evaluating projects.
- Knowledge of processes to conduct needs assessments.
- Ability to implement training, session reviews, and follow-up procedures.
- Knowledge of processes for dissemination of results through presentations, reports, and publications.
- Skill in both verbal and written communication.
- Skill in establishing and maintaining effective working relationships and establishing and facilitating work teams.

### 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/tobacofree

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.
<table>
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<th>Instructions for ASU Online Employment Applications</th>
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<tr>
<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.</td>
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<tr>
<td>• For staff positions, click on <strong>External Staff</strong> or <strong>Internal Staff</strong> (for existing ASU employees) – if External, you must create an ASU account or enter existing account information).</td>
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<tr>
<td>• From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on <strong>SEARCH</strong> to locate positions of interest.</td>
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<td>• OR click on <strong>Advanced Search</strong>, to customize your search by campus, title keywords, etc.</td>
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<tr>
<td>• From the Search Results page, scroll to positions of interest and click on the <strong>Job Title</strong> above <strong>Requisition ID 55719BR</strong> to apply for this position.</td>
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<tr>
<td>• From the Job Details page, review the posted job description and click the <strong>Apply to job</strong> button to begin the online application process.</td>
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<tr>
<td>• Then, answer the questions to complete the ASU Kenexa online employment application (<strong>Note</strong> - 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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