Coordinator
(Job Number: 56185BR)

<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>Full-Time</td>
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<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>October 30, 2019</td>
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Job Description

The Office of Scholarship & Innovation (OofSI) at Mary Lou Fulton Teachers College is seeking to hire a Coordinator to provide operational, administrative, and project coordination support. OofSI (http://education.asu.edu/oofsi/) brings collaborative design-based problem-solving to educational systems; supports faculty research and scholarly inquiry in education; and leverages new digital technologies for knowledge creation and dissemination. Reporting to the Director of Strategy and working closely with team members throughout OofSI, this individual will organize, coordinate and support various activities and programs. We are looking for a proactive, detail-oriented team player who learns quickly and thrives in a mission-driven environment.

Essential Duties

- Assist with the project management needs of OofSI’s strategic initiatives, in particular focused on the Learning Futures and Principled Innovation initiatives
- Coordinate and manage logistics for a variety of events such as workshops, meetings, retreats or conferences with high impact for faculty, staff, students, and community partners, including managing communications, space, catering, materials, set-up, etc.
- Supervise student workers, including coordinating the hiring process, on-boarding, schedules, and performance evaluation; also provide support for hiring and on-boarding needs for the office at large
- Support the management of facilities and equipment for IgnitED labs at Tempe and Polytechnic campuses
- Contribute to communication and marketing needs, such as managing social media and the OofSI blog, creating slide decks, infographics and marketing collateral, and other projects
- Support purchasing, contractors and other business operations, in coordination with business and fiscal office; control expenditures in accordance with budget allocations; recommend equipment and resources for events
- Assist with managing Google Drive, project management tools, and other infrastructure needs
- Interact with and be a liaison to students, faculty, staff, and outside organizations, community members, and university departments associated with OofSI Initiatives
- Coordinate and support OofSI’s presence and participation in college or ASU-wide events, such as all-college meetings
- Manage special projects as needed
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<tr>
<th>Minimum Qualifications</th>
<th>Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.</th>
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| Desired Qualifications | • Demonstrated experience organizing, planning, and managing events including but not limited to: workshops, meetings, receptions, conferences, and off-site events.  
• Demonstrated experience managing / supervising student employees or similar supervisory experience.  
• Demonstrated knowledge of basic project management.  
• Evidence of strong written and verbal communication.  
• Evidence of strong attention to detail and organizational skills.  
• Experience with creating visually compelling and effective documents, presentations, infographics, and similar materials.  
• Experience creating, sharing, and engaging in organizational social media strategies  
• Experience with digital project management tools.  
• Experience with budget preparation and business purchasing including but not limited to: purchase orders, budget tracking, contractor/vendor relations, and ability to interface with centralized business office.  
• Demonstrated effective record keeping and data storage strategies for multi user cloud based solutions, including but not limited to: Google Drive, Microsoft Onedrive, DropBox.  
• Experience in coordinating and prioritizing work and activities of self and others.  
• Experience in establishing and maintaining effective working relationships.  
• Experience in coordinating and/or managing multiple projects and timelines. |
| 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 walk moderate distances to perform work. Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions. |
| 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 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 **56185BR** 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). |