## Coordinator, Professional Experiences  
*(Job Number: 56386BR)*

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West</th>
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<tbody>
<tr>
<td><strong>Department Name</strong></td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td><strong>Full-Time/Part-Time</strong></td>
<td>Full-Time</td>
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<tr>
<td><strong>Grant Funded Position</strong></td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td><strong>Close Date</strong></td>
<td>November 1, 2019</td>
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**Job Description**

This position is responsible for coordinating students into assigned public and/or private charter schools. Collaborates with faculty, staff, students and community partners in developing and implementing plans for student professional experiences by interfacing requests with program requirements. Makes considerations based on requirements and available sites for the various professional experiences (residency and internship experiences).

**Essential Duties**

- Acts a liaison to secure student placements based on program requests and available sites for the various clinical experience requirements on a semester-by-semester basis.
- Collaborates with the instructors, school sites, and students and maintains and coordinates ongoing communication through meetings and e-mails for updates on any changes in current placements and progress toward making future placements.
- Identifies issues and concerns with placements and assists those involved in appropriate resolution.
- Updates placement database with student and school information.
- Assists with preparation of administrative reports and documents relating to placements and data management.
- Facilitates & co-facilitates Orientation, Supervisors’ Meetings, Campus Orientations, and any additional workshops/orientations as needed.
- Builds and maintains relationships with districts and charter/private schools through in-person visits, phone calls, e-mails, and appreciation efforts.
- Communicates with school sites and provides prospective and new school sites with comprehensive student clinical placement information.
- Assists with distribution of internal and external surveys/reports.
- May assist with posting grades and with Honorariums.
- May assist with hiring, training and scheduling of supervisors (Faculty) for program.
- May assist with coordinating and/or editing various correspondence including electronic media, flyers, agreement forms, and other miscellaneous projects.
- Attends meetings and participates in professional development/training activities.
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<thead>
<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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</table>
| Desired Qualifications | • Practical work experience in coordinating projects or programs  
• Practical work experience in cultivating partnerships  
• Knowledge of the principles, practices and methods of student clinical placements within a PK-12 settings.  
• Ability to work effectively in an environment subject to limited supervision requiring independent decision making.  
• Practical work experience in meeting facilitation or conducting educational presentations.  
• Skill in establishing and maintaining effective working relationships.  
• Effective verbal and written communication skills.  
• Proficient in computer applications, particularly excel.  
• Strong organization and time management skills. |
| Working Environment    | • Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse (75%); frequently required to stand for varying lengths of time and walk moderate distances to perform work (25%)  
• Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds (35%)  
• 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  
• Frequent in state travel involving operation of a motor vehicle  
• Position receives regular review of objectives |
| 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.

<table>
<thead>
<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 up successful passing of the background check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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<td>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.</td>
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<tr>
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<td>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</td>
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<tr>
<td></td>
<td>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</td>
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<td>Only electronic applications are accepted for this position.</td>
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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 56386BR 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). |