Coordinator, Community Engagement Programs
(Job Number: 56387BR)

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<tr>
<th>Campus Location</th>
<th>Tempe</th>
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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 not a grant funded position and is not contingent on future grant funding.</td>
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<td>Close Date</td>
<td>November 1, 2019</td>
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**Job Description**

The University Service-Learning Coordinator is responsible for implementing and managing the University Service-Learning (USL) program in the Mary Lou Fulton Teachers College. University Service-Learning is a program that allows student to enroll in academic courses focused on understanding civic engagement and community issues while completing community service at a USL approved nonprofit, community or government agency or low income school. This position acts a liaison with partnering community agencies, assists students with service placements, and monitors USL curriculum in collaboration with the Community Engagement Programs Director.

The University Service-Learning (USL) program at the ASU Mary Lou Fulton Teachers College offers ASU courses that link academic curriculum with service to the community. USL students complete an in depth study of civic engagement and social injustices facing our society. The courses are designed to provide real-world experiences that exercise academic skills and knowledge applicable to each student’s program of study and career goals while making positive impacts in the community. USL also offers resources to ASU faculty, K-12 teachers and the community. For more information, please visit our website at http://servicelearning.asu.edu.

**Essential Duties**

- Recruit, train and support collaborating community partners
- Recruit and assist students enrolled in USL courses
- Collaborate with ASU internal partners such as advisor, administrators, and faculty.
- Monitor and maintain USL Web database and the data within in collaboration with the Database Manager
- Support Educational Studies students through a USL course series as their clinical experience for their major.
- Teach one section per semester of USL, including lecturing, grading and monitoring student performance
- Collaborate on USL curricular changes and course scheduling
- Monitor and compile Service-Learning data ASU-wide
- Facilitate Service-Learning training with K-12 or higher education instructors
- Conduct site visits with Community Partners
- Facilitate Public Relations opportunities such as participating in ASU, state-wide or national service-oriented groups or cultivating media coverage
- Maintain and monitor USL listserv
- Complete activity reports and compile research survey data

| Minimum Qualifications | 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. |

| Desired Qualifications | Demonstrated knowledge of Service-Learning and/or community service.  
Experience in facilitating large trainings or teaching  
Experience cultivating partnerships with community organizations  
Experience in developing and implementing student programming/activities in a higher education setting, including workshops, presentations and events  
Demonstrated knowledge of computers and software  
Evidence of effective verbal and written communication.  
Experience in recording and compiling material for reports.  
Demonstrated knowledge of college/university level program development, implementation and evaluation.  
Demonstrated knowledge and skill in identifying, writing and managing grant funding.  
Experience in working with diverse populations |

| 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. Occasional 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.

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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 up successful passing of the background check.</td>
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**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**

Go to the ASU Human Resources site: https://cfo.asu.edu/hr-applicant and scroll down to apply for an ASU job.
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<th>Applications</th>
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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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<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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<td>• From the Search Results page, scroll to positions of interest and click on the Job Title above Requisition ID <strong>56387BR</strong> to apply for this position.</td>
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<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. 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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