# Events Coordinator
*(Job Number: 56581BR)*

<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>Rate of Pay</td>
<td>$37,600 – $47,000; DOE</td>
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<tr>
<td>Scope of Search</td>
<td>Open</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>November 12, 2019</td>
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<td>Job Description</td>
<td>Reporting to the Executive Director of Marketing and Advancement, the Events Coordinator will coordinate, plan and implement college events, including workshops, conferences, panels, symposiums and other types of events, as necessary. In particular, the Events Coordinator will be part of a team that develops a slate of events that supports the college’s distinctive approach to principled innovation in education and educator preparation. The successful candidate will quickly grasp the strategic purpose of events, as well as the logistical requirements needed to execute them. S/he will be a professional who thrives in a fast-paced, team-based work environment. Key partners within the college will include other members of the Marketing and Advancement team, especially the Marketing Project Manager, the Communications Director and other events professionals. The Events Coordinator will also work with colleagues in university-wide units such as university ceremonies, procurement, facilities, catering, and tech support. The ability to operate successfully and with poise in a complex, matrixed organization is essential.</td>
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**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**

- Experience designing and executing events in higher education or other content-rich environments.
- Current knowledge of multimedia technology and how it can be deployed at events.
- Professionalism and ability to deliver and receive constructive critical feedback.
- A customer-service orientation.
- Ability to thrive in a fast-paced work environment and to pursue multiple projects simultaneously.
- Discretion and confidentiality when handling or exposed to sensitive information.
- A passion for education and an unwavering commitment to advocate for educators.

**Essential Duties**

- Coordinate, plan and implement college events, including workshops, conferences, panels, symposiums and other types of events, as necessary.
- Coordinate all aspects of entertaining (obtaining equipment, rentals, and physical plant assistance).
- Assist in maintaining proper housecleaning services.
- Coordination of off-campus companies and suppliers relative to the event.
- Execution of rental and vendor agreements.
- Work with marketing team, faculty and others to ensure that each event is designed to achieve clear strategic purposes and measurable outcomes (when applicable).
- Comply with all pertinent ASU policies and regulations.
- Perform other duties as assigned.

**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 travel 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.
- Communicate to perform essential functions.
- Use standard office equipment including, but not limited to computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer technology peripherals.
- This 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 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.

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**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 Application**

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 56581BR 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).