# Administrative Assistant
(Job Number: 59183BR)

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>West</th>
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</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Grant Funding</td>
<td>This is not a grant-funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Close Date</td>
<td>February 26, 2020</td>
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<tr>
<td>Salary</td>
<td>$37,500 - $43,680 per year; DOE</td>
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## Job Description
Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education.

Reporting to the marketing director, the administrative assistant will serve as the primary support for the marketing and advancement team of Mary Lou Fulton Teachers College, one of the leading colleges of education in the U.S.

The administrative assistant will be part of a dynamic marketing and advancement team that strengthens the college’s engagement with a number of constituencies: prospective students for our bachelor’s, master’s and doctoral programs; applicants to those programs; alumni; foundations; and policymakers and influencers involved in the national conversations about education.

Under regular supervision, the administrative assistant will provide administrative support for the recruiting and marketing teams, performing a variety of advanced secretarial and administrative work requiring initiative and independent judgment. The administrative assistant will be a key member of an integrated marketing and advancement team that is committed both to the college’s mission and to continuous improvement as a team.

## Essential Duties
- Provide office operations support such as receiving and screening telephone calls and visitors, scheduling meetings, conferences, seminars, and special events, maintaining calendars of leadership team members, maintaining record-keeping systems, opening and reviewing incoming mail, and responding to inquiries
- Execute a variety of support activities for the recruiting and marketing teams, such as composing replies to correspondence, interpreting and explaining established policies and procedures in response to inquiries from a variety of sources, summarizing reports and information to facilitate review by supervisor
- Monitor and update inventory, time, budget and account records for department; monitors expenditures and performs simple analysis on accounts; authorizes and/or approves payments
- Provide frequent data entry support utilizing the college’s Customer Relationship Management software
- Access and update registrations for college events using web-based event systems
- Update email contact lists and send digital communications on behalf of the college using digital marketing software
- Provide logistical support, as needed, for recruiting events and other college events
- Maintain inventory of physical and digital marketing collateral and assets (such as photos, brochures, swag, boilerplate copy and other creative assets)
- Order and deliver promotional items
- Coordinate logistics for photo and video shoots
- Maintain campus bulletin boards
- Maintain official records, and implement administrative policies of the university, the college and the department
- Other duties to support the marketing and recruitment teams, as assigned

**Minimum Qualifications**

Four (4) years secretarial/administrative experience; OR, Certificate in Secretarial Science AND three (3) years of secretarial/administrative experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- A customer-service orientation with a bias toward action and problem solving
- Outstanding attention to detail
- Discretion and confidentiality when handling or exposed to sensitive information
- Adaptability and ability to find solutions to unanticipated challenges
- Ability to thrive in a fast-paced work environment and to multitask effectively
- Familiarity with and ability to keep up with innovative technologies used in digital communications
- Interest in and ability to leverage the position as an outstanding introduction to a career path in strategic, integrated marketing communications or enrollment management in higher education

**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. Drives University vehicle and/or cart to campus site.

**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.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services).

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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><strong>Background Check Statement</strong></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 upon successful passing of the background check.</td>
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<tr>
<td><strong>Instructions to Apply</strong></td>
<td>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. <a href="https://cfo.asu.edu/applicant">https://cfo.asu.edu/applicant</a></td>
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