# Program Manager, Undergraduate Experiences  
*(Job Number: 59819BR)*

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>Tempe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
</tr>
<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>March 23, 2020</td>
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<tr>
<td>Salary</td>
<td>Depends on Experience</td>
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## Job Description

The Office of Student Services in the Mary Lou Fulton Teachers College (MLFTC) seeks a highly motivated, creative, and results driven individual to join the team. The Program Manager of Undergraduate Experiences is a new position created to increase retention and engagement of undergraduate students. Reporting to the Director of Undergraduate Student Services, this position is accountable for development and implementation of signature retention programs and services designed to enhance the transition and experience of MLFTC undergraduate students. The program manager will contribute to the creation and facilitation of a productive first year experience that is conducive to positive student development as well as designing shared experiences to foster belonging and promote inclusive learning throughout the entire undergraduate experience. This includes all aspects of student organizations and co-curricular programs, and the integration of academic experiences with quality out of classroom opportunities, providing students with clear pathways to campus information and resources, and shared experiences to foster belonging and promote inclusive learning.

## Essential Duties

### First Year Experience
- Lead execution for comprehensive First Year Experience for Teachers College students, including implementation of the TEL 101 curriculum
- Supervise the AmeriCorps coordinator and support AmeriCorps members who serve as peer mentors to first year students
- Supervise and facilitate the development of high impact training materials, training content, training delivery modes, or workshops for student leaders, student workers, and AmeriCorps members with AmeriCorps coordinator
- Collaborate with Student Success Team and Academic Advising to create and implement strategies related to the successful onboarding and transition of students entering their first semester at ASU
- Provide supervision to and set programmatic expectations for student paraprofessional living in San Pablo residence hall; liaise with University Housing at West, Poly, and Tempe campuses
- Development assessment tools and collect data for all first year programs; use data to revise current programming and propose changes or new programming

### Experiences for Students in Transition
- Collaborate with key MLFTC faculty and staff to build and/or support key programs TEL 101, student workshops, programs for new transfer students, and professional development opportunities for undergraduate students
- Collaborate with Student Success Team and Academic Advising to create and implement strategies related to the successful onboarding and transition of students transferring into their first semester at ASU
- Collaborate with department, college, and ASU partners to create and implement programs to support students transitioning into the workforce
- Development assessment tools and collect data for programs; use data to revise current programming and propose changes or new programming

### Program and Event Management
- Develop, support, and execute signature college events including College Assembly, Professional Pathways Welcome, New Student Orientation, Family Weekend, etc.
- Create programming independently or with college and campus partners to build students’ affinity and engagement with the Teachers College; supervise engagement student worker
- Serve as primary advisor to Teachers College Council at Tempe campus
- Provide support to other student organizations as needed at Tempe, West, and Poly campuses
- Manage selection process for Outstanding Undergraduate each semester
- Liaise with Undergraduate Student Government (USG) as needed
- Track student involvement in college activities, and provide data-driven decisions for program outcome development

### Minimum Qualifications
- Bachelor’s degree in a related field AND five years administrative/coordination experience; OR, Master’s degree in field appropriate to area of assignment AND three years administrative/coordination experience; OR Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications
- Masters degree in academic advising, student affairs administration, student development, or related area
- Experience in academic advising, tutoring and/or teaching, student development, student leadership development, and/or student activities
- Demonstrated knowledge of management and supervisory principles and practices.
- Knowledge of ASU resources and services including, but not limited to, University Housing, New Student Programs, Student and Cultural Engagement, etc.
- Demonstrated knowledge of and experience with Aventri and/or Salesforce
- Evidence of tangible results for getting students to engage in behaviors that positively impact their success
- Experience with program and event development, coordination, implementation, and assessment.
- Effective presentation and public speaking skills.
- Flexibility, adaptability, highly organized, and attention to detail.
- Demonstrated ability to creatively strategize and be innovative in solving problems and addressing student needs.
- Experience establishing and maintaining effective working relationships with students, staff, and faculty.
- Experience with shifting priorities in a highly dynamic organization
- Evidence of effective verbal and written communication skills
### Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse
- 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
- 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
- Driving as required to other ASU campuses

### Department Statement

ASU'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 6,600 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy.

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 capabilities of individual educators and the performance of education systems.

### 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.
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<tr>
<th><strong>Relocation Assistance</strong></th>
<th>For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <a href="https://cfo.asu.edu/relocation-services">https://cfo.asu.edu/relocation-services</a>.</th>
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<td><strong>Employment Verification</strong></td>
<td>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</td>
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<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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<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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