### Organizational Development Manager

**Job Number:** 66265BR

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<tr>
<th>Campus Location</th>
<th>Tempe</th>
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<tbody>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</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>Salary</td>
<td>$45,500 - $75,000 per year; DOE</td>
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<tr>
<td>Close Date</td>
<td>March 31, 2021</td>
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**Job Description**

The Organizational Development Manager strategically works to implement best practices to support the hiring, growth, and retention of exemplary talent. Position is responsible for planning, developing, and implementing development and training programs for employees. This position acts as the organizational development liaison and advisor to the college leadership to maintain and improve work culture and facilitate the College's initiatives. This critical role will help cultivate people, programs and processes for the organization. This position will assess and identify capability gaps and opportunities for improvement to support a culture of high performance; report findings and propose solutions to supervisors and leadership.

Guided by principles that create positive change, espouse core values to drive imagine, new concepts, catalyze ideas, and form new solutions. It allows consideration for the decisions made and the actions taken which affect the lives and learning of other people. The right person for this position will embody those principles and support diversity, equity, and inclusion as laid out in the ASU Charter.

This position reports to the Fiscal and Business Operations Director. This position is posted as an ASU Tempe Campus based position but can also be based at ASU West Campus.

### Essential Duties

- Manage the implementation of, and compliance with, operations policies and procedures to ensure office efficiency, reliability, and compliance with best practices.
- Provides monthly activity reports; attend leadership meetings and leads Staff Executive Committee.
- Lead needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the College.
- Facilitate communication among employees and management. Guide managers and employees on resolving problems, dispute resolution, policy compliance, and performance management.
- Provide expertise in strategy development and execution, planning and facilitation of employee relations efforts.
- Design and develop training programs for management and employees; including, but not limited to learning activities, audio-visual materials, instructor guides, and lesson plans.
Assess effectiveness of training in terms of employee accomplishments and performance.

Consult with management on performance, organizational, and leadership matters. Conduct needs assessments to determine measures required to enhance employee job performance and overall college performance.

Leading organizational development projects, programs, initiatives, and interventions by gathering/summarizing data, preparing for meetings and workshops, develop tools and resources, create project plans, and conduct best practices research; develop committees for projects and initiatives as needed and appropriate.

Perform human resources-related functions, including but not limited to, overseeing disciplinary procedures, follow up on grievances, and follow general personnel policies and procedures.

Develop job descriptions in collaboration with hiring managers.

Collaborate and assist in the hiring process by collaborating with hiring managers: including prepping for interviews, drafting interviewing questions, ensuring the hiring process is happening as efficiently as possible, and assist with in the draft of offer letters for new hires in collaboration with hiring managers and college leadership.

Manage oversight of on-boarding new hires in the College.

Create files for new staff and maintain files for current staff.

Manage employee annual performance reviews process - EDGE Conversations, and ensure written conversations are completed within the agreed upon timeline.

Manage employee compliance with all required training.

Works closely with other units within the university to execute duties of position.

**Minimum Qualifications**

Bachelor's degree in a field appropriate to the area of assignment AND five (5) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Nine (9) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Demonstrated knowledge and understanding of the principles, practices, methods and techniques of adult learning and instructional design for program development
- Demonstrated knowledge of effective management and supervisory practices
- Demonstrated knowledge of organizational behavior and dynamics
- Demonstrated knowledge and understanding of the use of educational program assessment tools and methods
- Demonstrated knowledge of the principles of exemplary customer service demonstrated through actively listening, acknowledging, and responding to every inquiry; taking ownership and resolving each concern or problem as appropriate; exhibiting professionalism and expertise in every interaction and engaging in professional development to meet expectations for service excellence.
- Experience in establishing and maintaining effective working relationships in a diversified population.
- Experience in designing and developing relevant training tools
- Experience in problem solving and decision making
- Experience in delivering a variety of assessment instruments to both group and individuals
- Evidence of ability to apply critical thinking and problem-solving skills in evaluating skills, competency and judgment of staff to make recommendations for improvement in performance

### Working Environment
Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking. Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate verbally in English, read, write, see and hear to perform essential duties. Regular review of completed tasks.

### 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.

MLFTC values our cultural and intellectual diversity and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of the academic community.

### 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](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.

**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>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint 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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<td>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</td>
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<td>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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