# Project Manager, Urban Collaborative
*(Job Number: 69888BR)*

<table>
<thead>
<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 not a grant-funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>Depends on Experience</td>
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<tr>
<td>Close Date</td>
<td>August 10, 2021</td>
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## Job Description

The Urban Collaborative is a national network of approximately 100 school districts committed to improving outcomes for students with disabilities. Our mission is to improve educational outcomes and life opportunities for children and youth with disabilities in urban schools through leadership development. We work to impact education by sharing and influencing knowledge, research, and policy to increase inclusive special education services in schools and decrease the disproportionate representation of culturally and linguistically diverse students in classification rates, separate educational environments, and disciplinary actions. We hold two national networking meetings each year with approximately 250 people in each. During these meetings, special and general education leaders from across the country come together to share their expertise and learn from each other. The Project Manager’s main role is to keep the work of this center organized so that we keep the integrity of what we currently do, and are able to grow our capacity to serve as a voice in the field of special education.

## Essential Duties

- Project management work within the following areas:
  - Database - members, companies, finances
  - Advisory Board
  - Communications – Urban Collaborative email, website, social media, monthly newsletter
- Outreach/main contact for all partners, sponsors and members
- Coordinate Urban Collaborative member meetings (monthly via Zoom and 2 times year in-person)
  - Prepare and manage all pre-meeting communications
  - Manage participant registrations using Aventri and/or Bizzabo
  - Manage contracts (hotel rooms, catering, AV, guest speakers, videographer, artist)
  - Develop and prepare various meeting materials
  - Order promotional materials
  - Coordinate shipping of materials and supplies to meeting site
  - Prepare and manage all post-meeting communication
- Scheduling
  - Managing the Executive Director’s calendar
  - Schedule and update all project and team meetings
- File management

## Minimum Qualifications

Bachelor’s degree and 5 years related experience; 1 of which are in project management, or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
### Desired Qualifications

- Evidence of a master’s or doctoral degree highly preferred.
- Evidence of passion for supporting equity in school districts.
- Experience developing and executing technical project plans against project requirements in collaboration with internal and external constituents.
- Experience in developing and managing strategic partnerships and partnering with district leadership, stakeholders and sponsors to grow the organization.
- Experience developing strategies, implementing change management practices and managing multiple complex and ambiguous projects simultaneously.
- Evidence of strong attention to details and problem-solving skills.
- Experience working with external and/or internal partnerships.
- Evidence of proficiency in Microsoft Word Suite, Google Docs, Share Drive.
- Experience in database management.
- Evidence of experience communicating with school district leaders and companies.
- Evidence of willingness and comfort with change as the center grows its capacity to serve school districts.
- Ability to travel approximately two times per year for a week.

### 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

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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<thead>
<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. 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. Only electronic applications are accepted for this position. 69888BR</td>
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