Senior Coordinator, Doctoral Programs  
(Job Number: 70700BR)

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<th>Campus Location</th>
<th>Tempe</th>
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<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<td>Full-Time/Part-Time</td>
<td>Full-time</td>
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<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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<td>Close Date</td>
<td>September 2, 2021</td>
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**Job Description**
The Doctoral Programs Coordinator Sr. implements curriculum support activities for the Mary Lou Fulton Teachers College doctoral programs, as part of the college’s delivery of multiple doctoral programs for several hundred students. We seek a high-performing, positive, service-oriented individual with excellent attention to detail to work with our faculty, staff, and doctoral students. An ideal candidate will enjoy preventing and solving operations problems for doctoral programs and its faculty and students. They will work well in ambiguous and fast-paced contexts and independently without constant oversight. A strong candidate will be comfortable and adept at providing program related administrative support to the MLFTC Director of Doctoral Programs, the program committee chairs, the program committees, and other faculty, staff, and students. A strong candidate will also demonstrate a commitment to advancing her/his/their team’s professional development. The ideal candidate will demonstrate initiative and independent judgment in both routine and non-routine situations. This position is full-time and reports to the Director for Doctoral Programs.

**Essential Duties**
- **Meeting support:** Schedule and provide logistical support for doctoral program committee meetings, doctoral program retreats/training, other meetings for college faculty focused on doctoral programs, joint faculty-student meetings around doctoral program issues, and cyclical events including the following:
  - PhD Program Recruitment Information Sessions
  - Annual on-campus recruitment visits
  - Student orientations
  - Faculty retreats/training
- **Communications:** Provide essential communications support for multiple doctoral program needs, including the following:
  - Distribution of communications to college faculty around doctoral programs and to doctoral students around events, meetings, and opportunities
  - Coordinate meeting support with college’s scheduling coordinator and events team
  - Provide primary support for faculty and student-facing websites and other communication outlets
- Coordinate doctoral course scheduling and staffing decisions with academic and functional units that schedule classes and assign instructors
- Coordinate teaching and research assistantships assignments for new and returning students and negotiate contracts with business office
- Provide logistical support for Leadership and Innovation application reviews (six cycles per year)
- Provide logistical support for doctoral-student conference travel (quarterly applications and decisions)
- Assist with doctoral students’ application reviews and admissions
- Track admissions data (demographics, etc.)
- Track grade submissions
- Organize potential summer funding for PhD students
- Provide data for program annual reviews

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<th>Minimum Qualifications</th>
<th>Bachelor’s degree in a field appropriate to the area of assignment AND five (5) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.</th>
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| Desired Qualifications | - Experience in logistical support in higher education  
- Experience in graduate education, including experience in working with doctoral students  
- Experience working in higher education, including a knowledge of academic and administrative policies and procedures and evidence of successful collaboration within and across assigned units  
- Fundamental technical skills in word processing, managing spreadsheets, online survey tools, and navigating enterprise-level systems.  
- Demonstrated evidence of consistently independent productivity, attention to detail, effective and collegial communication, and follow-through in moderately-complex projects  
- Knowledge of ASU academic structure and organization  
- Knowledge of principles and methods of program management  
- Skills in applying the principles, techniques, and methods of teamwork, compromise, and collaboration to produce desired outcomes  
- Demonstrated leadership behaviors and abilities  
- Ability to rapidly adapt and effectively utilize new technology, practices, policies, and methods  
- Ability to collaborate and brainstorm solutions to issues facing the doctoral programs and programs team  
- Ability to establish and maintain effective working relationships with peers, faculty, students, administration, and community partners  
- Ability to effectively communicate both written and verbally  
- Skill in coordinating and prioritizing work and activities of self and others |
| Working Environment | - Activities are primarily performed in a regular climate-controlled office 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 to perform essential functions |
| 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 7,600 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 is committed to ensuring that the fundamental commitment to advancing system equity, inclusion, and justice is enacted in our curricula, programming, and relationships. Our ultimate goal is to help us imagine possibilities for creating sustainable cultures in our college and with our global communes that is reflective of a deep commitment to inclusion, systemic equity, and justice. |
| 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. |
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<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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<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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<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. Job #70700BR</td>
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