## Outreach Management Intern  
*(Job Number: 71064BR)*

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West or Tempe</th>
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<tbody>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is a not 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>September 10, 2021</td>
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### Job Description

This position has been posted at the West campus however, the position could be relocated to the Tempe campus based on the needs of the college and/or the candidate.

This role is a great opportunity for an early-career higher education administrator with an interest in gaining experience in enrollment management, including outreach, recruitment, admissions, student services, and also marketing and communications.

Reporting to the Director of Student Recruitment, the Outreach Management Intern will make important contributions on a dynamic recruitment team charged with recruiting and yielding students into degree programs at Mary Lou Fulton Teachers College (MLFTC), one of the leading colleges of education in the U.S. The recruitment team is part of an integrated marketing and communications team that strengthens the college’s engagement with a number of constituencies: prospective students for our bachelors, masters and doctoral programs; applicants to those programs; alumni; foundations; and policymakers and influencers involved in the national conversations about education.

The Outreach Management Intern will be a part of an energetic team of student recruiters. Working at times individually and also together, recruitment team members recruit students to enroll in undergraduate and graduate degree programs on ASU campuses and other class locations as assigned. Some, but not all, programs lead to teacher certification in the state of Arizona.

The Outreach Management Intern will support the team’s work by assisting with recruitment event planning and execution, calling and email campaigns, data entry in Salesforce, assisting prospective and incoming students with a successful transition to MLFTC, and other duties as assigned. The Outreach Management Intern may have additional opportunity to collaborate with the MLFTC marketing and communication teams and other internal and external partners.

### Essential Duties

- Assist team members with recruiting prospective students into MLFTC programs.
- Assist team members with building relationships with prospects and applicants through telephone communication and email per departmental best practices and procedures.
- Assist team members with calling campaigns to support prospective students, applicants, and admits. Log phone, email, in-person meetings, and event activities in Salesforce per departmental best practices and procedures.
• Partner with other recruiters to answer recruitment team phone line and email account, staff events, and generate leads and respond to inquiries per departmental best practices and procedures.
• Collaborate with team to design and recruit for events designed to influence prospective students, applicants, and admits to enroll in MLFTC programs.
• Persuasively and professionally communicate with students and their families during the college decision process.

Minimum Qualifications
Bachelor’s degree in a related field; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications
• Experience in customer service, with demonstrated ability to identify what needs to be done to serve the customer, take appropriate action, and solve problems and address challenges that might be unanticipated.
• Demonstrated ability to work both independently and on a supportive team.
• Evidence of outstanding attention to detail.
• Ability to exercise discretion and confidentiality when handling or exposed to sensitive information.
• Ability to multitask effectively.
• Demonstrated communication skills: one-on-one, group presentations, in writing, and over the telephone.

Working Environment
• Duties are performed in an environmentally controlled office setting subject to extended periods of sitting, telephone communication, keyboarding and manipulating a computer mouse.
• Required to stand for varying lengths of time and walk moderate distances to perform work.
• Frequent bending, reaching, lifting, pushing and pulling up to 40 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.
• Duties are also performed in the field at local K-12 school sites, community colleges, and other partner organizations.

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

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. 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.

Employment Verification

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Fingerprint Check Statement

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

Instructions to Apply

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 #71064BR