# Administrative Specialist, Principled Innovation  
*(Job Number: 71706BR)*

<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>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is a grant funded position and is contingent on future grant funding.</td>
</tr>
<tr>
<td>Salary</td>
<td>Depends on experience</td>
</tr>
<tr>
<td>Close Date</td>
<td>September 20, 2021</td>
</tr>
</tbody>
</table>

## Job Description
A contributing member of the Principled Innovation Team at Mary Lou Fulton Teachers College, the Administrative Specialist, Principled Innovation, plays a vital role in nurturing the flow of collaboration and meeting the administrative needs of the team. Under general supervision, this person performs complex administrative duties of a responsible and sensitive nature, with the opportunity to engage both collaboration and autonomy, practice critical thinking and creativity, and ensure efficacy in their decisions and actions in support of the Director of Principled Innovation and the Principled Innovation Team.

## Essential Duties
- Managing and supporting special projects as needed, including tool development, Community Resources, PI Support Studios, etc.
- Assists with planning retreats and events, both online and in person.
- Contributes to copy editing for blog posts and other projects, planning, organizing and generating content as needed.
- Creates project plan documents and compiles information based on team strategic planning, managing tools such as Monday.com team board.
- Collaborative and valuable thought partner within the PI team.
- Manages or assists in the management of the Director of Principled Innovation’s calendar.
- Works closely with other college, university, and foundation offices in coordinating the schedules and involvement in meetings and events.
- Coordinates and arranges for domestic and international travel for the PI team.
- Coordinates or assists in coordinating events, including arranging equipment and catering; sending invitations and managing RSVPs.
- Compiles, prepares, and maintains background material related to meetings, events and travel; coordinates and tracks follow-up, including expense reports and other required paperwork.
- Independently composes correspondence on a variety of subjects requiring judgment, originality, and knowledge of issues involved.
- Provides word processing, transcription of dictation, and processing of correspondence and e-mail.
- Answers phones, greets visitors, and directs questions to appropriate people for resolution.
- Schedules and may attend meetings and conferences and be responsible for taking notes and minutes during meetings.
- Maintains files; completes requests, records, submits and tracks all purchase requests/vouchers.
- Provides back-up to other staff in the office.
**Minimum Qualifications**
Bachelor’s degree and five (5) years of executive-level administrative support experience; OR, Nine (9) years of executive-level administrative support experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Working Environment**
- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse
- Required to stand for varying lengths of time and travel moderate distances to perform work
- Frequent bending, reaching, lifting, pushing and pulling up to 25 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
- Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer technology peripherals
- Fast paced and sometimes ambiguous working environment
- This position receives regular review of objectives

**Desired Qualifications**
- Experience in the field of education, character development, equity and inclusion, design or social emotional learning.
- Skill in a wide variety of administrative functions including calendaring, scheduling, word processing, coordinating travel, purchasing, expense reports, etc.
- Experience dealing with a wide range of topics, including confidential and sensitive information.
- Demonstrated ability to engage emotional intelligence and interpersonal skills with a desire to develop healthy working relationships with a team that values equity, inclusion, compassion, and care.
- Demonstrated interpersonal, verbal and written communication skills.
- Knowledge of University policies and procedures.
- Willingness to work collaboratively with a team and across units, and desire to continue professional and personal growth.

**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. 71706BR