

Certification Specialist (Job Number:)

Campus Location	Tempe
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is not a grant funded position and is not contingent on future grant funding.
Salary	\$33,000 - \$46,500 per year; DOE
Close Date	November 4, 2021
Job Description	Under general supervision from the Director of Data Strategy and Compliance, the Specialist will work with Mary Lou Fulton Teachers College (MLFTC) students, staff and faculty members to provide expertise in the area of teacher and administrator certification in Arizona, other U.S. states and territories. The Specialist will help with documentation and will assist MLFTC undergraduates and graduates with obtaining professional licensure and certification. The Specialist will also support nationwide compliance activities.
Essential Duties	<ul style="list-style-type: none"> • Works closely with MLFTC students, staff and other stakeholders to complete student Institutional Recommendations, verification forms, letters and other official documents. • Works closely with the MLFTC compliance and certification officer to prepare informational documents related to educator credentialing and compliance. • Must be able to apply considerable attention to detail to large numbers of official documents, using auditing procedures to ensure quality. • Must have skills in researching and reviewing policies and procedures, rules and regulations and other official sources. • Must work with data analysts and programmers to develop and deliver electronically transferrable files, reports, and audit findings. • Must demonstrate good judgement.
Minimum Qualifications	Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Seven (7) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications	<ul style="list-style-type: none"> • Three or more years of experience in regulatory compliance and legal document processing, particularly in the field of education and the state of Arizona. • Knowledge of principles, practices and procedures in education or related field. • Knowledge of basic project management, data auditing procedures, and experience with information systems. • Skill in creating detailed, accurate, and timely reports. • Skill in designing presentation materials. • Skill in establishing and maintaining effective working relationships. • Skill in effective communication, both verbal and written.
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

	<p>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.</p>
<p>Department Statement</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>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.</p>
<p>ASU Statement</p>	<p>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.</p> <p>ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree</p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p> <p>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.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> 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.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.</p>

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	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>Only electronic applications are accepted for this position #72905BR</p>