

Curriculum Coordinator, Senior (Job Number: 72976BR)

Campus Location	West
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	\$43,100 - \$59,400 per year; DOE
Close Date	November 10, 2021
Job Description	<p>The Curriculum Coordinator, Senior organizes and coordinates curriculum support activities for the Mary Lou Fulton Teachers College, as part of the college's delivery of undergraduate and graduate programs for more than 7,000 students.</p> <p>We seek a high-performing, positive, service-oriented individual with excellent attention to detail to work with our faculty and staff. An ideal candidate will enjoy the coordination of planning for curriculum development. A strong candidate will be comfortable and adept at providing curriculum and operational support to the college and the faculty leading and planning individual programs. She/he/they will also demonstrate a commitment to advancing her/his/their team's professional development and advancement. 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 Assistant Director of Academic Operations.</p>
Essential Duties	<ul style="list-style-type: none"> ● Support curriculum development in the college, including the management of essential processes: <ul style="list-style-type: none"> ○ Assist faculty in the development and submission of curricular proposals ○ Collaborate with other MLFTC/ASU staff and academic professionals in the curricular proposal/change process ○ Managing internal and inter-unit communications and deadlines to ensure curricular changes occur smoothly ○ Ensure proposals and communications are complete, free from grammatical errors, properly formatted, and submitted in advance of deadlines. ● Collaborate with other MLFTC/ASU staff and academic professionals in updating key documents such as syllabus templates ● Create and maintain curriculum tracking document(s) ● Support academic program coordinators and strategists ● Oversee program assessment reporting and planning ● Prepare, review, and submit reports to ADE and ABOR ● Actively solve problems as they appear to improve the core curricular functions of the College and make recommendations to the Director and Assistant Director for improving existing policies/processes/protocols ● Maintains direct contact and excellent collaborative relationships with MLFTC colleagues and personnel of various outside organizations and university departments ● Other duties as assigned

Minimum Qualifications	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.
Desired Qualifications	<ul style="list-style-type: none"> ● Successful experience in logistical support in higher education. ● Demonstrated knowledge of common higher education policies and an understanding of the university organizational structure, including knowledge of and experience with academic staffing and scheduling activities, policies and procedures. ● Evidence of fundamental technical skills in word processing, managing spreadsheets and navigating enterprise-level systems. ● Evidence of consistently high productivity, attention to detail, coordination, and follow-through in high-demand operations environments. ● Knowledge of the principles and practices related to academic processes, including curriculum. ● Skill in problem solving and decision-making. ● Skill in planning, analyzing and coordinating activities and establishing priorities. ● Skill in both verbal and written communication. ● Skill in establishing and maintaining effective working relationships.
Working Environment	<ul style="list-style-type: none"> ● Activities are primarily performed in a regular climate-controlled office subject to extended periods of sitting. ● Use of office equipment including a desktop computer. ● Attend meetings at various locations across campuses. ● Work both independently and/or within a complex structured team.
Department Statement	<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>
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

	<p>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 #72976BR</p>