

## Management Intern, Site Manager-America Reads (Job Number:73549BR)

<b>Campus Location</b>	Tempe
<b>Full-Time/Part-Time</b>	Part-Time
<b>Grant Funded Position</b>	This is a not grant-funded position and is not contingent on future grant funding.
<b>Salary</b>	\$16.00 per hour
<b>Close Date</b>	December 29, 2021
<b>Job Description</b>	<p>This position manages sites for America Reads, an academic tutoring program employing ASU students as tutors and mentors for K-8th grade children attending under-resourced schools. This position will provide professional level site management support to the Mary Lou Fulton Teachers College America Reads Program; will coordinate and perform America Reads Program pre-semester functions, semester functions, semester closing functions, supervise student leaders and cultivate community partnerships; assist with general administration projects, research and analysis, procedural studies and technical planning. It is anticipated this position will work 20-30 hours per week.</p> <p>America Reads partners with local schools and community centers to offer tutoring, mentoring and academic skill building services to children living in low-income areas or attending Title I schools. ASU students who are eligible for Federal Work Study through the financial aid office or enrolled in a University Service-Learning class participate as tutors and mentors. In the tutoring program, K-8th grade children receive 1-on-1 tutoring, the ASU tutors facilitate interactive educational activities that corresponds to the Arizona College and Career Readiness Standards in reading, writing and math. The middle school program is targeted for 6-8th grade children to address academic skill building, life skills, college preparation, positive decision-making, self-esteem, etc.</p>
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• Performs tasks related to specific functions/program assigned, such as tracking program attendance, planning logistics or other unique projects</li> <li>• Supervises student worker leaders perform including observations, support, training and perform improvement plans</li> <li>• Maintains safe environments for all participants</li> <li>• Conducts independent research of administrative or operational areas specific to the area of assignment</li> <li>• Assembles and analyzes statistical data and makes interpretations for application to area of assignment</li> <li>• Assists in development of new programs, policies or procedures; coordinates programs as assigned</li> <li>• Assists in specialized administrative or technical projects in area of assignment</li> <li>• Analyzes procedures and makes recommendations for improvement</li> <li>• Maintains databases and prepares reports as needed</li> <li>• Conducts pre-semester duties for America Reads Program including: setup, communication, training, site calendar, tutor paperwork, supervisor invoices, supplies, oversight of staff duties, facilitating site team meetings, transportation and parent/teacher meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinates semester duties for America Reads Program including: on-site review visits, lead weekly team meetings, weekly Site Manager meetings, mandatory office hours, coordination of in-service days, communication with parents and school personnel, assist in recruitment, administer participant assessments, and completion of mid-term evaluations</li> <li>• Coordinates semester closing duties for America Reads Program including; end-of-semester multi-rater evaluations, tutor feedback, pre/post test site results, final student attendance, parent &amp; teacher program evaluations and updating of Site Procedure manual</li> </ul> <p>Areas of duties and responsibilities may include the following:</p> <ul style="list-style-type: none"> <li>• General administration</li> <li>• Academic and Student Services</li> <li>• Business office</li> <li>• Development</li> <li>• Event staging</li> <li>• Marketing and promotions</li> <li>• Media relations</li> <li>• Operations</li> <li>• Special projects</li> <li>• Data analysis</li> <li>• Report development</li> </ul>
<b>Minimum Qualifications</b>	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.
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of management principles and practices</li> <li>• Demonstrated knowledge of basic project management</li> <li>• Practical work experience in K - 12 learning environments</li> <li>• Experience in supervising employees</li> <li>• Experience in organizing resources and establishing priorities</li> <li>• Experience in planning, organization and coordination of activities</li> <li>• Evidence of effective communication skills, both verbal and written</li> <li>• Experience in the use of personal computer and related software applications</li> </ul>
<b>Working Environment</b>	<ul style="list-style-type: none"> <li>• Activities are performed in an environmentally controlled office setting subject to extend periods of sitting, keyboarding and manipulating a computer mouse.</li> <li>• Required to stand for varying lengths of time and travel moderate distances to perform work</li> <li>• Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds</li> <li>• Ability to maintain and foster good working relationships with students, staff and community partners</li> </ul>
<b>Department Statement</b>	ASU's Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development 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.

	<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>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
<p><b>ASU Statement</b></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><b>COVID-19 Vaccination Requirements</b> - Under the recent executive order issued by President Biden requiring all employees of federal contractors to receive COVID-19 vaccinations, ASU expects all employees, including new hires, to be vaccinated unless they have an approved medical or religious accommodation. Proof of vaccination will be required by December 8, 2021. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion’s <a href="#">webpage</a> and see “Workplace accommodations”.</p> <p>ASU is a tobacco-free university. For details visit <a href="https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco">https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</a></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><b>Notice of Availability of the ASU Annual Security and Fire Safety Report</b>        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 <a href="https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf">https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf</a>. 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 <a href="https://cfo.asu.edu/az-resources">https://cfo.asu.edu/az-resources</a>.</p>
<p><b>Employment Verification</b></p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p><b>Fingerprint Check Statement</b></p>	<p>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</p>
<p><b>Instructions to Apply</b></p>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p>

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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.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position. [#73549BR](#)

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