

## Academic Success Coordinator (Job Number: 73667BR)

<b>Campus Location</b>	West
<b>Department Name</b>	Mary Lou Fulton Teachers College
<b>Full-Time/Part-Time</b>	Full-time
<b>Grant Funded Position</b>	This is a grant-funded position and is contingent on future grant funding
<b>Salary</b>	Depends on Experience
<b>Close Date</b>	December 6, 2021
<b>Job Description</b>	<p>Arizona State University is a co-implementing partner for the Mastercard Foundation’s Scholars Network eLearning Initiative. This grant-funded initiative will support African higher education institutions, in the Foundation’s Scholars Program network, develop capabilities and resilience to deliver high quality and inclusive eLearning so as to enable all students, including those who face additional barriers, to successfully pursue their studies from anywhere. Phase 1 of the project will take place over 18 months and will involve approximately 9-13 institutions across 6 African nations. Phase 2 of the project is contingent on Phase 1 performance and will focus on scaling activities more broadly across the African continent.</p> <p>ASU's Mary Lou Fulton Teachers College Office of Student Services is seeking an innovative, forward thinking, and student-centered individual for the role of Academic Success Coordinator for international students enrolled in grant supported master’s degrees and graduate certificate programs in the college.</p> <p>This department is responsible for providing exemplary academic advising and support to students in our master’s degree and graduate certificate programs. Our advising model focuses on personalized engagement to deliver exceptional service and support for every learner we serve. The Academic Success Coordinator is responsible for providing leadership to academic success specialists and academic advising support to online graduate students. The Academic Success Coordinator will serve as a key contributor to increasing student retention and graduation through planning, organizing and coordinating academic advising activities with the purpose of promoting academic standards and student success.</p> <p>This position is based at the West campus and may require occasional travel to other ASU campuses.</p>
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• Provides 1:1 as well as group academic advising, recruitment/retention, and academic success support functions to students to ensure ongoing successful progress to completion of degree program.</li> <li>• Coordinates a program, portion of a large program, a group of activities and functions, or a project within a department or college directed to the retention and success of the student population. This may include conducting or completing assessment, evaluation, timelines, goals, and budget of the program.</li> </ul>

	<ul style="list-style-type: none"> <li>• Navigates complex environments with evolving priorities and communication plans, establishes and maintains effective professional working relationships.</li> <li>• Resolves complex issues and takes the lead on projects built around student support for the assigned student population.</li> <li>• Acts as college/department liaison to internal and external constituents on issues related to academic success.</li> <li>• Responds to student questions and concerns; works with students to resolve all issues to ensure ongoing satisfaction with program and successful progress to completion.</li> <li>• Possesses a clear understanding of the unit goals of the college and/or departmental processes and expectations. Drives unit initiatives with holistic understanding of the unit goals.</li> <li>• As required, represent college/department as a primary contact at college or university-level meetings, collaborate on cross-unit teams or projects, and act as course instructor/resource for faculty.</li> <li>• Other duties as assigned.</li> </ul>
<p><b>Minimum Qualifications</b></p>	<p>Master’s degree in a related field and two (2) years or more of the following: advising or related student services utilizing a proactive and innovative approach which results in demonstrated outcomes in Academic Success Advising Coordinator retention, graduation, and academic planning; Or, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.</p>
<p><b>Desired Qualifications</b></p>	<ul style="list-style-type: none"> <li>• At least two (2) years of experience coordinating international programs or working with international student populations as a primary-role academic advisor strongly preferred.</li> <li>• Fluency in English and at least one additional language strongly preferred; fluency in French is a plus</li> <li>• Demonstrated experience and working in team-based environments, and the ability to apply the principles, techniques and methods of teamwork, compromise and collaboration to produce desired outcomes.</li> <li>• Demonstrated skill in developing, promoting, and maintaining advising practices, policies, and procedures that emphasize equity and are inclusive of a diverse student population. Able to regularly monitor assessment as well as build, assess, and evaluate advising efficacy utilizing data and via technology.</li> <li>• Demonstrated ability to establish and maintain effective working relationships with peers, faculty, students, administration and other interested parties.</li> <li>• Demonstrated ability to work effectively in an environment subject to quickly changing priorities, and adapt to utilize new technology, practices, policies and methods.</li> <li>• Demonstrated ability to support a positive organizational culture through motivation, engagement, and by creating a shared sense of accountability and vision.</li> <li>• Demonstrated ability to effectively communicate both written and verbally with a wide variety of university constituents, including students, staff, faculty, and college/university administrators.</li> </ul>

<p><b>Working Environment</b></p>	<ul style="list-style-type: none"> <li>• 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 walk moderate distances to perform work.</li> <li>• 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.</li> <li>• Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds.</li> <li>• Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.</li> <li>• Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.</li> <li>• Consistent direction and feedback are provided to ensure stated goals and objectives are being achieved/met.</li> </ul> <p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p><b>Flexible work options</b></p> <ul style="list-style-type: none"> <li>• <b>Alternative work schedules</b> can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times.</li> <li>• <b>Hybrid work</b> is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.</li> </ul>
<p><b>Department Statement</b></p>	<p>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. 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</p>

	<p>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 January 4, 2022. 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>
<b>Employment Verification</b>	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
<b>Fingerprint Check Statement</b>	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
<b>Instructions to Apply</b>	<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>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. <a href="#">#73667BR</a></p>