Project Manager, Digital Initiatives
(Job Number: 74550BR)

Campus Location	West
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is a grant funded position and is contingent on future grant funding.
Salary	$55,510 - $70,000 per year; DOE
Close Date	January 24, 2022
Job Description	Mary Lou Fulton Teachers College seeks a highly-motivated and energetic project manager to join a dynamic team working at the forefront of digital learning. In this role, the project manager will work closely with team members and stakeholders to coordinate the project portfolio and manage key projects, serving as a driving force for the focus and success of our team. A successful candidate will be excited about the opportunity to establish and improve processes for managing our team's work, and work flexibly to adapt to circumstances as project goals, priorities, needs and expectations emerge. Above all, this person will be eager to engage with colleagues to advance progress as an individual contributor and team collaborator. ASU and MLFTC are focused on the design and scalable delivery of digital teaching and learning models to increase student success and reduce barriers to achievement in higher education. Our high-quality learning experiences support the education of the local, national, and international communities served by ASU.
Essential Duties	• Establish and continually improve processes and infrastructure for managing the team's project portfolio and individual projects. • Manage the team's project portfolio by onboarding, monitoring, and closing out projects; Organize work and focus the team on what needs to be accomplished. • Work closely and collaboratively with key stakeholders to define project scope, strategy, budget, and outcomes; identify critical resource expertise and target appropriate internal and/or external sources to ensure optimal outcome(s). • Plan, direct and coordinate projects and expectations with the team; assign tasks and identify issues for resolution to ensure optimal team effectiveness and on-time completions within budget; proactively handle project issues and/or risks. • Manage multiple, sometimes ambiguous or emerging projects and see them through from initial conception to implementation and evaluation; Adapt to circumstances and allow flexibility in processes. • Prepare and maintain all project status reports and schedules; track milestones/deliverables, critical paths and dependencies; re-set expectations as needed in consideration of project progress/outcomes. • Coach project team members both internal and contracted to ensure optimal outcomes; Build and maintain effective relationships vital to success while communicating a positive attitude.

	• Work collaboratively with stakeholders, leadership, and other colleagues to define and identify infrastructure necessary -- including but not limited to space, facilities, equipment, and technology -- for successful project launch and ongoing project operations.
Minimum Qualifications	Bachelor's degree and 5 years related experience; 1 of which are in project management, or any equivalent combination of experience and /or education from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications	• Experience developing systems, strategies and processes for managing a project portfolio and individual projects. • Strong knowledge of project management principles, change management practices, and techniques needed for managing large projects. • Ability to manage large projects, including ability to scope project and resources needs, clarify roles and responsibilities, take action to mitigate conflict and risks, and ensure optimal outcomes. • Demonstrated expertise with project management software such as Jira and Airtable. • Certification as a Project Management Professional (PMP).
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 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.. 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. **Flexible work options** • **Alternative work schedules** 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. • **Hybrid work** 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.
Department Statement	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. 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.
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. **COVID-19 Vaccination Requirements** - 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 at time of hire, or by January 4, 2022. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion's webpage and see "Workplace accommodations". ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco 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/az-resources.
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.
	ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.
	Only electronic applications are accepted for this position. [#74550BR](#74550BR)