

Program Coordinator (Job Number: 74806BR)

Campus Location	Polytechnic
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	\$34,510 - \$45,000 per year; DOE
Close Date	January 18, 2022
Job Description	The Program Coordinator will work with other personnel in overseeing components of the GeoCivics Project relating to the professional development, self-study, curriculum development, and Arizona Geographic Alliance website.
Essential Duties	<ul style="list-style-type: none"> • Providing support for teacher participants • Identifying college faculty partners across disciplines to participate in project trainings • Assisting in the development of the GeoCivics component of the AZGA website • Coordinating PD opportunities through AZGA • Conference participation, coordinating and hosting the AZGA PD workshops • Coordinating the development, implementation, and disseminations of the program curricula • Working with the Project Director and PIs to disseminate and review all surveys for the GeoCivics Project • Coordinate all communication between grant staff and participants • Execute a variety of office administrative and/or secretarial support activities • Maintain and updates databases, spreadsheets and other records as required using ASU software programs as necessary • Prepare or direct preparation of notices, programs, flyers, manuals, agendas and other necessary communications • Monitor and update inventory required for the program as necessary • Plan and arrange meetings and/or special events, plan and arrange travel for personnel in the program • Supervise others in the execution of these and other related duties to support the grant project
Minimum Qualifications	Bachelor's degree in field appropriate to area of assignment AND two years administrative/coordinator program experience; OR, Six years of progressively responsible administrative/coordinator program 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"> • Experience developing K-12 curriculum in the areas of history, civics, government, and/or geography • Experience teaching at the K-12 level, bilingual • Experience working in a higher education institution • Experience working on website design/online editing • Experience coordinating professional development opportunities for teachers

	<ul style="list-style-type: none"> • Experience working with research tools, databases, creating spreadsheets, publication documents, event/recruiting documents • Experience planning meetings/special events
Working Environment	<ul style="list-style-type: none"> • 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. • 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. • Regularly lift and move equipment and material weighing 25-50 pounds, occasionally lift and move equipment and material weighing 50-100 pounds • Ability to clearly communicate verbally, read, write, see and hear to perform essential functions. • Consistent direction and feedback are provided to ensure stated goals and objectives are being achieved/met.
Department Statement	<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>
ASU Statement	<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>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 by December 8, 2021. For questions about medical or</p>

	<p>religious accommodations, please visit the Office of Diversity, Equity and Inclusion’s webpage.</p> <p>ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</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/az-resources.</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>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. #74806BR</p>
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