Program Coordinator  
(Job Number: 75495BR)

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<th>Campus Location</th>
<th>Tempe</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Part-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is a grant-funded position and is contingent on future grant funding</td>
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<tr>
<td>Salary</td>
<td>Depends on experience</td>
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<td>Close Date</td>
<td>February 10, 2022</td>
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**Job Description**

Mary Lou Fulton Teachers College is seeking a Program Coordinator to work part-time at 24 hours per week, Tuesday through Thursdays (subject to change), in a University early childhood research laboratory. This is a benefits-eligible position.

Under the direction of project leadership, the Program Coordinator will support daily research grant operations of a multiple grants operated by personnel in the Infant Child Research Laboratory (ICRL), of Mary Lou Fulton Teachers College. The lab research is implemented in early care and education programs throughout Arizona. Our primary focus is professional development for early childhood teachers and coaches, and the efficacy of curriculum and/or targeted intervention in terms of children’s developmental outcomes and school readiness.

We seek an organized, motivated individual to join a small team of mission-driven colleagues. This position will support data collection through use of various computer programs and applications, tracking of project activities and deadlines across multiple projects, communication with directors of programs participating in the research, preparation of data summaries reports, editing performance reports as needed, and provision of administrative support to the PI and ICRL research personnel. The successful candidate pays attention to detail, works independently and as part of a team, writes and uses technology effectively and meets all job qualifications as commensurate with the duties and responsibilities of a Program Coordinator.

**Essential Duties**

- Works directly and most closely with the grant PI and ICRL Director
- Coordinates, monitors and supervises the activities of hourly student workers
- Manages project components (e.g., tracking, monitoring deadlines, ensuring that scheduled activities occur on a specified timeline)
- Provides office operations support such as receiving and screening telephone calls and visitors, opening and reviewing incoming mail, and responding to staff and student inquiries
- Supports data collection for multiple measures using Qualtrics or other survey development platform. This includes, but is not limited to: preparing panels, survey questions, setting up reminders and tracking incoming data, labeling, scanning and processing incoming assessments
- Responds to regular and special administrative tasks on behalf of the ICRL Director and/or PI in support of project goals. This includes, but is not limited to: managing calendars, travel and reimbursements for project staff; processing purchases, record keeping and preparing background material as needed
• Plans and arranges meetings and special events under general instructions from project staff; communicates arrangements to appropriate individuals; ensures successful execution of event; coordinates logistics, scheduling and participant communications
• Prepares periodic reports, financial statements and records on program activities, progress, status or other special reports for management or outside agencies
• Develops, compiles and writes communications and promotional literature for distribution such as website, newsletters, brochures or flyers; coordinates process from development through printing and distribution
• Interacts and maintains liaison with students, faculty, staff and outside/community agencies in facilitating project goals

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
• Experience working independently and across teams
• Experience with ASU administrative systems, travel, and research, including, but not limited to Qualtrics, QuestionPro, Concur, PeopleSoft and Canvas
• Experience with Windows operating systems
• Experience with a variety of computer programs and applications including: Microsoft Office applications (i.e. Word, Excel, Outlook, Power Point, etc.); Google Docs/spreadsheets; Dropbox and Adobe Acrobat Pro
• Experience tracking multiple projects and activity in a dynamic work environment
• Evidence of effective verbal and written communication skills
• Experience in professional correspondence
• Experience in providing excellent customer service
• Knowledge of organizational practices
• Skill in organizing work of self and others
• Skill in effective communication, both verbal and written

Working Environment
• 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
• Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
• Ability to clearly communicate verbally, read, write, see and hear to perform essential functions

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:** Arizona State University is a federal contractor and subject to federal regulations which may require you to produce a record of a COVID-19 vaccination. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion’s webpage.

ASU is a tobacco-free university. For details visit [https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco](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-Clergy-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clergy-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](https://cfo.asu.edu/az-resources).

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<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>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.</td>
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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. #75495BR