# Business Operations Manager

*(Job Number: 76955BR)*

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Name</strong></td>
<td>Mary Lou Fulton Teachers College</td>
</tr>
<tr>
<td><strong>Full-Time/Part-Time</strong></td>
<td>Full-Time</td>
</tr>
<tr>
<td><strong>Grant Funded Position</strong></td>
<td>This is a non-grant-funded position and is not contingent on future grant funding</td>
</tr>
<tr>
<td><strong>Salary</strong></td>
<td>Depends on experience</td>
</tr>
<tr>
<td><strong>Close Date</strong></td>
<td>March 28, 2022</td>
</tr>
</tbody>
</table>

## Job Description

Mary Lou Fulton Teachers College seeks an individual to be the lead of our global business operations team. This individual will be working to support our faculty with the execution of grants and projects around the world. Presently the Teachers College is active in Malawi, China, Morocco, Egypt, Bahrain, Saudi Arabia, Ghana, Ethiopia, and several other countries. These functions include creating budgets, monitoring and forecasting of existing budgets, staff supervision, developing internal procedures, post award grant support, and other functions designated by the Assistant Director of Fiscal and Business Operations. Our work is supported by federal agencies, foundation gifts, and contracts with countries and local agencies.

In this position you will be coordinating with staff here at ASU, and with support staff that may be in these countries.

## Essential Duties

- Establishes controls for approval of various actions within functional responsibility, such as personnel actions and expenditures
- Supervises work of subordinate personnel, which includes performance management, work planning, mentoring/coaching
- Assists in preparation and/or coordination of operational and project budgets; prepares budget projection and analyses for multiple projects
- Prepares or participates in the preparation of financial and administrative reports; analyzes and interprets statistical, financial and management planning data for decision-making and strategic planning
- Reviews and authorizes purchases and journals of supplies, services, and equipment
- Coordinating with faculty and staff personnel processes related to supporting grants/projects: payroll actions, job classification, recruiting, new hire actions, and other applicable issues
- Assists with internal and external audits, and prepares audit work papers
- Keeps informed of, interprets and applies pertinent rules, regulations, policies and procedures set forth by university or other state, local, federal or international governing agencies; informs appropriate people as changes occur
- Develops recommendations and implements procedures for daily operations of assigned functions according to established policies; prepares and updates internal manuals
- Represents work unit at meetings and serves as liaison for unit concerning requests or complaints
- Participates in development of long-range strategic plan for global work in the college and coordinates communication of objectives to achieve goals
- Provides technical and professional direction as required
Minimum Qualifications

Bachelor's degree in a related field and six (6) years of directly related administrative experience which includes three (3) years of supervisory experience; OR, Ten (10) years of directly related administrative experience which includes three (3) years of supervisory experience; OR, Any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Experience working with global entities on projects/grants
- Experience with computer applications (i.e. Excel, QuickBooks, Workday, etc…) in budget creation/forecasting/analysis, word processing, and reports.
- Experience working in higher education: which may include areas of post award management, contracts and cooperative agreements
- Demonstrative knowledge of project management, accounting, and budgeting principles and practices
- Experience working in a fast-paced environment with competing deadlines
- Evidence of effective written and verbal communication skills
- Evidence of directly serving customers, clients and/or stakeholders

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: 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

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.

<table>
<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<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. 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. #76955BR</td>
</tr>
</tbody>
</table>