Program Coordinator Senior, America Reads
(Job Number: 77560BR)

<table>
<thead>
<tr>
<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>Full-time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant-funded position and is not 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>April 14, 2022</td>
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**Job Description**
Mary Lou Fulton Teachers College (MLFTC) is seeking a Program Coordinator Senior to oversee America Reads, an academic tutoring & mentoring program employing ASU students as tutors and mentors for K-8th grade children attending under-resourced schools.

Under general supervision, the Program Coordinator Senior plans, organizes and coordinates activities, functions and programs in accordance with priorities, time limitations, funding limitations or other specifications. Housed within the Office of Professional Experience, the coordinator supports the efforts of the Next Education Workforce by assisting with the development of effective community educators through tutors embedded with community partnerships.

This position is located at the **Tempe** campus.

**Essential Duties**
- Manages and supervises day-to-day operations of the program and monitors team progress and activities.
- Monitors human resource functions for program staff, ASU students, and community educators including interviewing, hiring, employment, payroll, and evaluations.
- Supports college efforts in developing Next Education Workforce community educators.
- Supervises program staff and their subordinates.
- Facilitates job skill training and monitors mandatory training participation.
- Cultivates partnerships with community partners and partnering ASU departments.
- Creates and revises program policies.
- Compiles and analyzes program assessment and evaluations.
- Develops and manages program budgets and partnerships and controls expenditures in accordance with budget allocations.
- Maintains program logistics, alignment to state standards and best practices in program delivery.
- Maintains safe environments for all participants.
- Represents the college/department and serves on various department and university committees.
- Attends seminars, workshops and conferences.
- Schedules and maintains a small fleet of vehicles, including maintenance and service from a local vendor.
**Minimum Qualifications**

Bachelor's degree in a field appropriate to the area of assignment AND four years administrative/coordinate program experience; OR, Master's degree in field appropriate to area of assignment AND two years administrative/coordinate program experience; OR, Eight years of progressively responsible administrative/coordinate program experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Knowledge of principles, standards and practices of program coordination
- Practical work experience in employee supervision
- Practical work experience and knowledge of K-8 learning environments
- Practical work experience in meeting facilitation, conducting training/orientations sessions or teaching adults;
- Practical work experience as community liaison or cultivating partnerships
- Demonstrated technology skills
- Effective communication (written & oral)
- Experience working with diverse student populations
- Graduate degree and/or current enrollment in graduate level courses

**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.

**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.
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-Clery-Report.pdf](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](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.</td>
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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. #77560BR