Project Manager Associate, Strengthening Institutional Linkages
(Job Number: 79818BR)

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<th>Campus Location</th>
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<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<td>Grant Funded Position</td>
<td>This is a grant-funded position and is contingent on future grant funding.</td>
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<td>Salary</td>
<td>$58,000 - $62,000; DOE</td>
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<td>Close Date</td>
<td>June 15, 2022</td>
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Job Description
Under the supervision of the Assistant Director, the Project Manager Associate will oversee the daily operations and coordinate the activities of the Mastercard Foundation Strengthening Institutional Linkages and Baobab Digital Platform grants to ensure that the goals and objectives of the program are met. This position works closely and collaboratively with stakeholders to plan, direct, organize, and execute against project requirements; identifies and acquires necessary resources, and coordinates efforts by all parties to ensure timely delivery of project outcomes. Primarily, this role manages the implementation of Mastercard Foundation-funded scholarship programs focused on building the next generation of leaders from Sub-Saharan Africa. The Project Manager Associate will lead the planning and implementation of activities, and lead the design of signature programming innovations to support the transitions and leadership development of the Mastercard Foundation Scholars pursuing master’s degrees at ASU. The Project Manager Associate will work closely with the Assistant Director and the Senior Director to strategically guide the activities of the program.

Essential Duties
• Supports the implementation of two comprehensive scholarship programs (remote and in-person), provides direct support to scholarship beneficiaries, and organizes signature programming aligned with the goals of the scholarship.
• With the support of the Assistant director, plans, develops, implements, coordinates and manages a project team through complete task definitions and work requirement identification and assignments including scholar recruitment/selection, events, and activities; faculty development activities.
• Design and implement signature programming for Phase II Mastercard Foundation Scholars and Baobab Phase II Scholars Program in collaboration with Scholars that emphasizes the “give-back” ethos of the program.
• Works collaboratively with stakeholders, leadership, and other related staff to define and identify and plan for all required project infrastructure including, but not limited to: space, build/reconfiguration of facilities, equipment, technology and infrastructure to ensure timely availability for successful launch and ongoing project operations.
• Serve as a resource to students; respond to student questions and concerns; identify appropriate resources to assist students based on needs assessment to ensure timely and effective intervention for continued retention and positive academic progress.
• Strategizes, develops, and maintains professional relationships with program partners, vendors, and other stakeholders to inform and curate platform
content for the user(s) and develop and implement academic supports to ensure an integrated approach to student recruitment and retention activities.

- Leads and supervises the strategy for communication with Scholars, partners, and other audiences; write copy and design promotion literature for websites, brochures, newsletters, invitations, etc. as needed.
- Manages annual summer internship and all associated tasks, compiles, and disseminates the partner newsletter.
- Establishes and continually monitors/manages non-technical project expectations; identifies issues for resolution to ensure optimal team effectiveness. Takes action to mitigate conflict; escalates issues as needed.
- Monitors and manages project responsibilities and outcomes; documents activities and tracks progress. Prepares and maintains all Scholarship and other project status reports and schedules; tracks milestones/deliverables, critical paths, and dependencies; re-sets expectations as needed in consideration of project progress/outcomes.
- Reviews and ensures that project specifications comply with existing codes and applicable University, state, local, and international requirements.
- Creates and implements high impact training materials, training content, training delivery modes, or workshops/meetings/conferences for Scholarship program participants.
- Develops and monitors daily operations and coordinates program/project activities.
- Other duties as required.

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<th>Minimum Qualifications</th>
<th>Bachelor’s degree and 2 years of 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.</th>
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| Desired Qualifications | • Evidence of a Master’s degree in a related field.  
• Experience leading student engagement activities, advisory, and other support programs virtually with students located outside of the United States.  
• Experience with scholarship program coordination and management.  
• Experience with coordinating and managing international partners and stakeholders, including arranging project logistics for large-scale international events.  
• Evidence of experience with sub-Saharan Africa and youth-facing initiatives.  
• Demonstrated knowledge of standard project management methodologies and tools.  
• Ability to make decisions to best serve participants and stakeholders of a project.  
• Demonstrated cultural intelligence, attuned to audiences with different values, beliefs, and attitudes.  
• Willingness and ability to travel both internationally and domestically, as needed.  
• Ability to clarify roles and responsibilities to ensure understanding of expectations. |
### 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.
- This position will require international travel at least twice per year (20-30%) and some evening and weekend work.

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.
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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<th><strong>Employment Verification</strong></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><strong>Fingerprint Check Statement</strong></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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<td><strong>Instructions to Apply</strong></td>
<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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<td>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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<td>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</td>
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<td>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</td>
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<td>Only electronic applications are accepted for this position. #79818BR</td>
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