## Academic Personnel Specialist

(Job Number: 58460BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West campus</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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<td>Close Date</td>
<td>January 23, 2020</td>
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<td>Job Description</td>
<td>Under administrative direction, serves as the primary staff resource to the Associate Director of Fiscal and Business Operations in the Mary Lou Fulton Teachers College. This position will assist with the coordination and management of all college academic personnel processes.</td>
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### Essential Duties

- Assist in the coordination of college-level administration of all faculty/academic personnel reviews including, but not limited to, promotion and tenure, probationary review, multi-year renewal, fixed-term promotion, annual evaluation, sabbatical, and recruitment; work to ensure unit staff are informed/involved as appropriate and unit documents are in compliance
- Build and maintain productive working relationships with personnel affiliated with academic personnel issues including division personnel, MLFTC financial team, deans’ assistants, and the Office of the University Provost
- Maintain spreadsheets and databases
- Assist in coordination all faculty employment visa applications, permanent residency requests, and serve as the liaison to the International Students and Scholars Center
- Assist in developing and improving processes and service
- Assist in college-wide recruitment efforts (Faculty Searches) - both targeted and competitive - including preparing/prooing/archiving search materials, communicating with units on procedure and status, coordinating administrative approvals, and assisting (back-up) with drafting offer letters as appropriate
- All other academic personnel actions (visiting scholars, endowed professors, affiliate and adjunct faculty, joint appointments, etc.)
- Perform other duties as assigned

### Minimum Qualifications

Bachelor’s degree and four (4) years administrative support experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

### Working Environment

- Duties are performed in an environmentally controlled office setting subject to extended periods of sitting, telephone communication, keyboarding and manipulating a computer mouse;
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- Lifting up to 20 lbs

### Desired Qualifications

- Experience in preparing/coordinating files for promotion, tenure, and/or probationary review
- Experience in providing customer service to diverse populations including faculty, administrators, and/or university staff
- Experience directly supporting an administrator
- Experience in coordinating multiple projects to completion/compliance
- Demonstrated knowledge of ABOR and ACD manuals as they relate to academic personnel
- Experience working in informational systems and databases (e.g. Interfolio, Faculty Activity Report, ASU Dashboards, APARS)
- Experience in using PeopleSoft and Microsoft Office applications, especially Outlook and Excel
- Evidence of effective verbal, written, and interpersonal communication skills

**Department Statement**

Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,000 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the quality of teaching and learning and the performance of education systems.

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 innovation capabilities of individual educators, schools and organizations, districts and communities.

**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 www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

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/relocation-services](https://cfo.asu.edu/relocation-services).

### Employment Verification
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

### Background Check Statement
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

### Instructions to Apply
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. [https://cfo.asu.edu/applicant](https://cfo.asu.edu/applicant)