### Business Operations Specialist Sr
(Supervisor: 57153BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
</tr>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
</tr>
<tr>
<td>Close Date</td>
<td>December 16, 2019</td>
</tr>
</tbody>
</table>

#### Job Description
Under the direct supervision of Business Operations Manager or Designee, the Business Operations Specialist Sr. performs a broad scope of fiscal and business duties and provides guidance to staff and/or faculty in support of ASU policy and procedures for the college. This position assists with the business operations functions of post-award financial accounting and support for sponsored, gift, local, and general operating accounts. This position will work with faculty and staff in accordance with established goals, priorities, time limitations, funding limitations, and other specifications. The ideal candidate for this position will be someone that enjoys being part of a collaborative team in an open-space office environment, supporting researchers who are making globally impactful advances in research. They should be someone who has a curious mind, a focused attention to details, and aspires to cultivate a career in a profession with various opportunities for growth, demonstrates excellent customer service skills, values continuous development, and enjoys complex problem solving.

#### Essential Duties
- Prepares budget proposals and recommendations and establishes budget control system for controlling expenditures; controls expenditures in accordance with budget allocations; recommends equipment and resources for function/program.
- Assists faculty or research staff with pre- and post-award grants and contracts processes, including budget preparation; provides information, guidance, and interpretation of complex federal and state regulations governing management of grants and contracts.
- Provides work direction and oversight over the activities of assigned staff or student workers.
- Assists with the hiring of assigned staff.
- Monitors or oversees the monitoring of a variety of account expenditures, maintains and reconciles detailed budgets for various accounts, advises and/or determines which expenditures are within the budget guidelines; informs management of irregularities and proceeds with corrective action.
- Manages the processing of travel reimbursements, purchase of supplies, services, and equipment with use of P Card and other purchasing documents in accordance with established procurement and financial policies.
- Organizes and/or prepares departmental administrative and financial reports; analyzes, summarizes and interprets information; recommends or implements action to be taken.
Coordinates internal and external audits, and prepares audit documents for payroll reconciliations, pcards, and financial records.
Coordinates the processing of personnel searches and hiring, faculty promotion and tenure processes within the department, and maintains personnel files consistent with University policies and practices.
Performs or manages all activities associated with Department Time Administrator to ensure accurate and timely recording of exception and positive time for human resource staff members.
Assists with or oversees coordination and development of course schedule, textbook ordering, and classroom scheduling.
Oversees, develops, and facilitates events, workshops, meetings or conferences; coordinates logistics, scheduling and participant communications; development of brochures or other unique projects.
Represents the college/department and serves on various department and university committees.
Interacts and maintains liaison with students, faculty, staff and outside/community agencies in facilitating program objectives.
Performs other duties as assigned.

**Minimum Qualifications**
Bachelor's degree in a field appropriate to the area of assignment AND five (5) years of related experience; OR, Nine (9) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Working Environment**
- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse
- Frequently required to stand for varying lengths of time and walk moderate distances to perform work
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Clearly communicate to perform essential functions
- Use office equipment such as calculator, telephone, computer (monitor, keyboard and mouse), printer, fax and copier
- This position receives general review of objectives

**Desired Qualifications**
- Experience with post-award project management functions and practices, including but not limited to: purchase orders, budget tracking and forecasting, contractor/vendor relations, and ability to interface with centralized business office, payroll and account reconciliations.
- Demonstrated knowledge of policies, procedures, and requirements of applicable regulations governing management of grants and contracts.
- Demonstrated knowledge of ASU systems: Workday; Tableau; My Reports; SharePoint; Enterprise Research Administration (ERA); Concur Travel; Amazon Workspaces; Kenexa; PeopleSoft; ADOBE; Microsoft Office Suite; Slack
- Experience with cash handling, managing a departmental purchasing card, and assisting in the operation of a fiscally sound environment.
- Experience in performing detailed work in an open work space, including problem solving, critical thinking, time management, and a high-level of customer service.
- Evidence of collegial interpersonal skills with an ability to communicate effectively in person, writing, and by phone.
- Experience in establishing and maintaining effective professional working relationships
- Experience working with USAID, or other global projects, in other countries.

**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.

**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.

<table>
<thead>
<tr>
<th>Instructions for ASU Online Employment Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Go to the ASU Human Resources site: <a href="https://cfo.asu.edu/hr-applicant">https://cfo.asu.edu/hr-applicant</a> and scroll down to apply for an ASU job.</td>
</tr>
<tr>
<td>• For staff positions, click on <strong>External Staff</strong> or <strong>Internal Staff</strong> (for existing ASU employees) – if External, you must create an ASU account or enter existing account information).</td>
</tr>
<tr>
<td>• From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on <strong>SEARCH</strong> to locate positions of interest.</td>
</tr>
<tr>
<td>• OR click on <strong>Advanced Search</strong>, to customize your search by campus, title keywords, etc.</td>
</tr>
<tr>
<td>• From the Search Results page, scroll to positions of interest and click on the <strong>Job Title above Requisition ID 57153BR</strong> to apply for this position.</td>
</tr>
<tr>
<td>• From the Job Details page, review the posted job description and click the <strong>Apply to job</strong> button to begin the online application process.</td>
</tr>
<tr>
<td>• Then, answer the questions to complete the ASU Kenexa online employment application (<strong>Note</strong> - you will be asked to submit your cover letter, resume and three personal references as part of the application process).</td>
</tr>
</tbody>
</table>