# Business Support Specialist
*(Job Number: 67850BR)*

<table>
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<tr>
<th>Campus Location</th>
<th>West campus</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Fiscal and Business Operations</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>$35,000 - $45,000 per year; DOE</td>
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<tr>
<td>Close Date</td>
<td>May 25, 2021</td>
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## Job Description
Mary Lou Fulton Teachers College is seeking a highly motivated Specialist with business office experience, who demonstrates independent judgment, attention to detail, and problem-solving skills. This position interacts with staff, faculty, and administrators at all levels of ASU and should exhibit strong abilities to manage multiple tasks.

Under general supervision, this position will assist with business and personnel related functions in accordance with established goals, priorities, time limitations, and funding limitations. These functions include assisting with full and part-time staffing, researching payroll and/or hiring issues by gathering data and providing details, maintaining electronic and hard copy financial and personnel files, the gathering and organizing of detailed data, and comprehensive reviews of information from multiple sources. This position requires the candidate to be highly organized and able to multitask.

This job will be based at the West campus.

## Minimum Qualifications
Bachelor’s degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, seven (7) years of related experience; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## Desired Qualifications
- At least 3 years of experience working in professional business office environment.
- Experience exercising judgement, making decisions, setting priorities, meeting deadlines, working independently and accomplishing multiple tasks simultaneously.
- Experience with project work that requires high-level attention to details.
- Experience working in informational systems and databases (e.g. Kenexa BrassRing, ASU Analytics, PeopleSoft, DocuSign, Application Xtender, Interfolio, Workday).
- Experience in using Adobe Acrobat Pro and Microsoft Office applications, especially Excel, Word, and Outlook.
- Evidence of effective verbal, written, and interpersonal communication skills.
- Skill in establishing and maintaining effective, collaborative working relationships both within and across organizational areas.
- Demonstrated knowledge of University policies and procedures.
| Essential Duties                                                                 | • Performs highly detailed, complex reviews of data, reports and documents used to track and manage various projects.  
• Organizes and/or prepares various departmental reports by collecting analyzing, summarizing and interpreting data and information.  
• Supports the development and improvement of internal processes for various projects within the Business Office; develop and maintain spreadsheets, databases, and prepare routine and specialized reports; independently research and prioritize issues; determine and recommend appropriate course of action.  
• Assists with the processing of staff/student hiring in Kenexa BrassRing, including data entry, review of applicant materials, and retention management of search materials to ensure compliance.  
• Assists with document collection and processing related to staff/student terminations.  
• Assists with projects related to part-time Academic Personnel hiring, which may include creating hiring lists from multiple sources, collecting/processing documentation for new hires, updating/preparing offer letters, and tracking changes and it quickly changing environment.  
• Processes transactions in PeopleSoft which may include, creating/modifying positions, new hire personnel transaction requests, payroll adjustments, accounting adjustments, renewals, and terminations.  
• Maintains retention of appropriate paper and electronic personnel and financial records based on ASU, state and federal guidelines.  
• Performs activities associated with Department Time Administrator to ensure accurate and timely recording of exception and positive time for human resource staff members.  
• Plans and prioritizes workload to meet set deadlines  
• Assists with tracking various required documentation and trainings related to new hires to ensure compliance  
• Assists with responding to internal and external audits by collecting supporting files, documents and other associated media requested by external and/or internal audit staff  
• Remains current regarding all newly created, changed and/or updated policies, practices, methods, standards, regulations and requirements effecting the business and operational activities to ensure ongoing compliance.  
• Assists with other projects, reports and duties as assigned. |
| 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 leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,600 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.  
MLFTC values our cultural and intellectual diversity and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of the academic community. |
| 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](http://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](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). |
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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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| 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.  
Only electronic applications are accepted for this position.  
[https://cfo.asu.edu/applicant](https://cfo.asu.edu/applicant) |