Job Description

Job Title: Graduate Service Assistant, Principled Innovation Location: Tempe campus
Full/Part-time: Part-time (August 16, 2021 - May 15, 2022)
FTE: 50% FTE - 20 hours per week
Funding: Grant Funded
Rate of Pay: $16,500 per academic year

This appointment provides financial support in the form of a stipend. Appointments will be implemented through Arizona State University’s payroll system, and your stipend will be paid out in installments on a bi-weekly basis.

Job Description:

Graduate Service Assistants who support the Principled Innovation team will assist in the development of instructional, descriptive, or presentation materials for the dissemination of the Principled Innovation framework (https://pi.education.asu.edu) both inside and outside of Mary Lou Fulton Teachers College.

Responsibilities

- Assisting individual college stakeholders by identifying or creating resources to support specific needs related the implementation of Principled Innovation
- Development of instructional resources to be used by college faculty or our K12 partners to help introduce their students or other stakeholders to components of the framework
- The development of presentation graphics for the communication of research findings
- Creating brief summaries of research which would contribute to a better understanding of components within the Principled Innovation framework
- Transcription or coding of interviews or focus groups
- Assisting in organizational activities, such as preparing for workshops or conferences
- Presenting the work of Principled Innovation in meetings
- Preparing reports of activities conducted
- Producing notes from team meetings

Minimum qualifications

- Currently admitted to a graduate degree program at Arizona State University
- Must currently hold a 3.00 cumulative GPA for all ASU graduate credit courses
- Must be enrolled in a minimum of at least one-(1) non-audit credit hours each during Fall and Spring semester appointments.

Desired qualifications

- PK-12 or higher ed instructional experience
- Skill in organizing resources and establishing priorities
- Skill in planning, organization, coordination of activities
- Skill in establishing and maintaining effective working relationships
- Skill in both verbal and written communication
- Skill in the use of personal computer and related software application
About the College and University

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 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. MLFTC is committed to ensuring that the fundamental commitment to advancing system equity, inclusion, and justice is enacted in our curricula, programming, and relationships. Our ultimate goal is to help us imagine possibilities for creating sustainable cultures in our college and with our global communes that are reflective of a deep commitment to inclusion, systemic equity, and justice. For more information about the College, please visit our website at http://education.asu.edu/.

The application deadline is July 15, 2021. Applications will continue to be accepted on a rolling basis for a reserve pool. Applications in the reserve pool maybe reviewed in the order they were received until the position is filled. The appointment is expected to begin August 9, 2020.

To apply, please submit the following materials in a PDF document to educationjobs@asu.edu.

- Brief letter of interest including a statement on how your teaching background or other experiences have intersected with one or more facets of the Principled Innovation framework (https://pi.education.asu.edu) in the areas of justice, equity, diversity, and/or inclusion. (Maximum of 500 words)
- Curriculum vitae/Resume
- Contact information for 3 professional references

Equal Employment Opportunity Statement

A background check is required for employment. Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law. (See https://www.asu.edu/aad/manuals/acd/acd401.html and https://www.asu.edu/titleIX/.)

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/ASUClery-Report.pdf you may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.