

Business Support Specialist (Job Number: 80419BR)

Campus Location	West campus
Department Name	Fiscal and Business Operations
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is not a grant funded position and is not contingent on future grant funding.
Salary	\$35,000 - \$52,000 per year; DOE
Close Date	July 6, 2022
Job Description	<p>Mary Lou Fulton Teachers College is seeking a highly motivated Business Support Specialist with prior business office experience, who can demonstrate strong 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 in an independent work environment.</p> <p>Under general supervision, the Business Support Specialist will assist with operational processes related to both business and personnel functions and related tasks 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 and tracking of detailed data, and comprehensive reviews of information from multiple sources. This position requires the candidate to be highly organized and able to multitask with large volumes of work.</p> <p>This job will be based at the West campus.</p>
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	<ul style="list-style-type: none"> • At least three years of experience working in professional business office environment is preferred • Experience with project work that requires high-level attention to details • Evidence of ability to successfully manage large volumes of work • Experience exercising judgement, making decisions, setting priorities, meeting deadlines, working independently and accomplishing multiple tasks simultaneously • Experience working in informational and database systems • Evidence of strong skills using both Microsoft Excel and Google sheets • Experience using Adobe Acrobat Pro, including AdobeSign • Experience with other Microsoft Office applications, including 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

Essential Duties	<ul style="list-style-type: none"> • 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. • 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	<ul style="list-style-type: none"> • Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing. • 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. <p>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.</p> <p>Flexible work options</p>

	<ul style="list-style-type: none"> • 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.
<p>Department Statement</p>	<p>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.</p> <p>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.</p>
<p>ASU Statement</p>	<p>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.</p> <p>ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree</p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p> <p>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.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> 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.</p>

	<p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.</p>
Employment Verification	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
Fingerprint Check Statement	<p>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</p>
Instructions to Apply	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>Only electronic applications are accepted for this position. #80419BR</p>