

Community Experiences Coordinator (Job Number: 80426BR)

Campus Location	Tempe
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-time
Grant Funded Position	This is not grant-funded and is not contingent on grant funding
Salary	\$38,000 - \$48,000 per year; DOE
Close Date	July 6, 2022
Job Description	The Community Experiences Coordinator will support students as they secure community-based internships, practicums, and other placements across a variety of program areas. The Coordinator collaborates with faculty, staff, students, and community stakeholders in developing and implementing plans for student internship/practicum experiences to meet program requirements. Coordinators will carefully review student and site requests to ensure program alignment. Coordinator develops and maintains relationships with site partners. The Coordinator pays close attention to detail, understands program parameters, and works to find solutions which meet program and student's needs.
Essential Duties	<ul style="list-style-type: none"> • Work closely with relevant academic program administrators, staff, faculty, students and site partners to coordinate and maintain ongoing communication related to current and future internship needs. • Collaborate with faculty, and students in developing, coordinating and implementing plan for student placements. • Review proposed placement sites and ensures they meet program requirements. • Support students and site partners in identifying and resolving issues related to community experiences. Escalate issues to faculty and leadership as needed. • Create, update, and facilitate training for internship placements based on program needs. Support internship partners in using systems. • Implement and assist in the development and execution of processes which ensure student placements meet academic requirements. • Support and maintenance placement information databases that contain students, placements, and faculty information as may be required to assure compliance with academic programs and university requirements. • Identify and collaborate with other university departments and programs to support college and university initiatives. • Participate in university/college initiatives and training that support our work.
Minimum Qualifications	Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved
Desired Qualifications	<ul style="list-style-type: none"> • Practical work experience in coordinating project or programs • Practical work experience in cultivating partnerships

	<ul style="list-style-type: none"> • Knowledge of the principles, practices and methods of internships and practicums • Ability to work effectively in an environment subject to limited supervision requiring independent decision making • Experience working with diverse populations • Practical work experience in meeting facilitation or presentation • Skill in establishing effective working relationships • Effective verbal and written communication skills • Proficient in computer applications • Strong organization and time management skills • High attention to detail • Knowledge of issues relating to student placements, community education, and mutually beneficial partnerships • Knowledge of basic project management • Skill in analyzing and improving processes • Skill in coordinating and prioritizing work and activities of self and others
Working Environment	<p>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.</p>
Department Statement	<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>
ASU Statement	<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 https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</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>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.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.</p>
Employment Verification	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check
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>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. #80426BR</p>