

Program Coordinator (Job Number: 80535BR)

Campus Location	Tempe
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-time
Grant Funded Position	This is grant-funded and is contingent on grant funding
Salary	Depends on Experience
Close Date	June 28, 2022
Job Description	<p>The Arizona STEM Acceleration Project (ASAP) reimagines Arizona's STEM ecosystem and prepares teachers to deliver high-quality, hands-on STEM activities. This project is a collaboration between two Arizona State University units: the Center for Science and the Imagination and Mary Lou Fulton Teachers College. Through the project, teachers from across Arizona will join as fellows and receive training, resources, and support to develop STEM curricular materials. We are seeking a program coordinator to support the project's goals and assist with the following:</p> <ul style="list-style-type: none"> • Collect data regarding the number of teachers and professional development opportunities administered • Handle payments to teacher fellows and organizations • Facilitate communication with STEM education organizations throughout the state • Maintain a database of trainings and support teacher fellows' registrations for training opportunities • Help in creation of materials for the program <p>This position coordinates activities and functions for ASAP to ensure that goals and objectives are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications.</p>
Essential Duties	<ul style="list-style-type: none"> • Oversees daily operations and coordinates activities • May coordinate, monitor, or supervise the activities of subordinates • Develops and schedules program work plan in accordance with specifications and funding limitations. • Monitors and approves program expenditures, ensuring that budget allocations are not overspent • Prepares or assists in the preparation of proposals for funding continuation from outside sponsors • Confers with and advises staff, students, and others to provide technical advice, problem-solving assistance, answers to questions, and interpretations of goals and policy; refers to appropriate department person when unable to respond • Coordinates activities of the project with interrelated activities of other programs, departments, or staff to ensure optimum efficiency and compliance with appropriate policies, procedures, and specifications

	<ul style="list-style-type: none"> • Prepares periodic reports, financial statements, and records on program activities, progress, status, or other special reports for management or outside agencies • Evaluates program effectiveness to develop improved methods; devises evaluation methodology and implements; analyzes results and recommends and/or takes appropriate action • Reviews applications or other program documents independently, or in conjunction with supervisor, to determine acceptance or make decisions pertaining to the program • Recruits program participants, members, and volunteers, utilizing most appropriate promotional or marketing methods, such as individual letters, brochures, or presentations at meetings • Develops, compiles, and writes communications and promotional literature for distribution, such as newsletters, brochures, or flyers; coordinates process from development through printing and distribution • Develops and facilitates workshops, meetings, or conferences; coordinates logistics, scheduling, and participant communications • Interacts and liaises with students, faculty, staff, and outside/community agencies in facilitating program objectives
Minimum Qualifications	Bachelor's degree in field appropriate to area of assignment AND two years administrative/coordinator program experience; OR, Six years of progressively responsible administrative/coordinator program 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"> • Knowledge of budgeting and accounting principles • Knowledge of organizational practices • Skill in organizing work of self and others • Skill in effective communication, both verbal and written
Working Environment	<p>This position will be located at the Tempe campus.</p> <p>Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, and walking; visual acuity and manual dexterity associated with daily use of desktop computer; ability to clearly communicate verbally in English, and to 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</p>

	<p>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><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/az-resources.</p>
Employment Verification	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
Background Check Statement	<p>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.</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>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p>

	Only electronic applications are accepted for this position. #80535BR
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