Coordinator, Online Courses  
(Job Number: 83682BR)

<table>
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<tr>
<th>Campus Location</th>
<th>West</th>
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<tbody>
<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>$42,000 - $48,000 per year; DOE</td>
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<tr>
<td>Close Date</td>
<td>September 19, 2022</td>
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Job Description

Are you a positive, high-performing, service-oriented individual with excellent attention to detail that thrives in highly-collaborative environments? Join our team and help us cultivate productive relationships with faculty and staff, idea generate, and problem solve.

Mary Lou Fulton Teachers College seeks a Coordinator, Online courses who, under general supervision, will facilitate, coordinate, plan, and oversee the technical and administrative aspects of monitoring and staffing courses. We are seeking a candidate who demonstrates initiative, independent judgement, the ability to create and follow process, and meet compliance, quality, and functional expectations. We invite you to join our team if you work well in a fast-paced environment and without constant oversight.

This position is full-time and reports to the Online Course Coordinator Senior.

Essential Duties

- Assists and directs hiring and evaluation of instructors each term, including reviewing recommendations made by faculty program coordinators, determining assignments based on identified staffing needs, and reviewing and providing feedback on evaluation of instructors at end of each term.
- Works closely with Fiscal and Business Operations to ensure hiring documents are completed and submitted each semester.
- Runs routine enrollment reports to determine needs for instructors.
- Works with MLFTC instructional design team to respond to and trouble-shoot issues, problems and/or concerns associated with online courses.
- Receives and responds to inquiries and/or concerns and identifies appropriate academic or technical resources to facilitate timely and satisfactory resolution.
- Serves as liaison for course inquiries, including using administrative access to ensure and manage instructor access to course materials.
- Performs all other job-related activities, assignments and duties as requested.

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

- Experience in logistical support in higher education
- Experience effectively identifying issues, triaging potential problems and initiating solutions to ensure timely resolution
• Experience organizing resources and managing deadlines and workload priorities with frequent interruptions or changes
• Experience establishing and maintaining effective communication and working relationships with faculty and staff
• Demonstrated knowledge using formulas, maintaining and manipulating Google docs and sheets and navigating enterprise-level systems

Working Environment

• Activities are primarily performed in a regular climate-controlled office subject to extended periods of sitting, keyboarding, and manipulating a computer mouse.
• Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts.
• Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

Department Statement

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.

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.

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

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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<tbody>
<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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<tr>
<td>Instructions to Apply</td>
<td>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. 83682BR</td>
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