Management Intern, PEAIC
(Job Number: 85595BR)

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<th>Campus Location</th>
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<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is a grant funded position and is contingent on future grant funding</td>
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<tr>
<td>Salary</td>
<td>Depends on experience</td>
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<tr>
<td>Close Date</td>
<td>November 15, 2022</td>
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Job Description
Would you like to engage with ASU students and make a positive effect on their academic career? Are you an advocate for student success and passionate about guiding their academic career? If you are a collaborative and student-centered professional, join our dynamic team as a Management Intern.

Mary Lou Fulton Teachers College (MLFTC) has been awarded two new grants to support education among Arizona’s tribal communities. The Preparing Educators for Arizona’s Indigenous Communities (PEAIC) project will prepare 140 indigenous educators across Arizona by providing them with access to high-quality teacher preparation programs and funding to cover educational costs.

The Division of Teacher Preparation, within MLFTC, is responsible for providing a professional learning experience to students that is accessible, personalized and transformative. Through principled innovation, we bring people and ideas together to increase the capabilities of individual educators and the performance of education systems.

Under general supervision, the Management Intern will provide administrative support to the PEAIC project, assisting with general administration projects, research and analysis, and technical planning. Your contribution will provide students with planning, organization, and coordination of activities. The person in this position needs to be able to advocate professionally for indigenous educators, the field of education, and for the future of educators in Arizona and nationally.

This grant award is subject to the provisions of section 7(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93–638), granting preferences and opportunities for training and employment to Indians, defined as a member of any federally recognized tribe.

Essential Duties
Serve in an intern capacity for the project, which may include the following duties and responsibilities:

- Demonstrates an attitude and belief that people have the ability to develop their talents, abilities, intelligence, and emotional intelligence.
- Perform tasks related to specific functions of the project.
- Assembles and analyzes statistical data and makes interpretations for application to the area of assignment.
- Assists in specialized administrative or technical projects in the area of assignment.
- Analyzes procedures and makes recommendations for improvement.
- Maintains databases and prepares reports as needed.
- Work independently, solve problems, and contribute to strategic decisions.
- Deliver and receive constructive critical feedback with professionalism.
- Monitor and report on progress toward meeting individual and team goals, making recommendations to supervisors as needed to improve performance.

### Minimum Qualifications
Bachelor’s degree in a related field; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications
- Knowledge of indigenous populations in Arizona and, in particular, their unique educational and cultural context.
- Experience in a higher education or educational environment.
- Experience working in a fast-paced work environment and pursuing multiple tasks simultaneously which may be time-sensitive and require reprioritization to meet deadlines.
- Evidence of having an interest in education and an unwavering commitment to advocate for educators, both pre-service and in-service.

### Working Environment
- Duties are performed in an environmentally controlled office setting subject to extended periods of sitting, telephone communication, keyboarding and manipulating a computer mouse.
- Required to stand for varying lengths of time and walk moderate distances to perform work. Frequent bending, reaching, lifting, pushing and pulling up to 40 pounds.
- Regular activities require ability to quickly change priorities, which may include and/or be subject to resolution of conflicts.
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.
- Duties may include performance in the field on tribal lands, at K-12 sites, community colleges, and other partner organizations.
- Occasional travel to tribal lands and other locations may occur.

### 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 https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco

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/az-resources](https://cfo.asu.edu/az-resources).

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<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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<tr>
<td>Background Check Statement</td>
<td>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.</td>
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<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. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. Only electronic applications are accepted for this position. #85595BR</td>
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