

Academic Success Coordinator, PhD Program (Job Number: 89508BR)

Campus Location	Tempe
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is not grant funded position and is not contingent on future grant funding.
Salary	Depends on experience
Close Date	March 29, 2023
Job Description	<p>The Academic Success Coordinator, PhD Program implements curriculum support activities for the Mary Lou Fulton Teachers College (MLFTC) Doctoral Programs, as part of the college’s delivery of multiple doctoral programs for several hundred students. The Academic Success Coordinator plans, organizes, coordinates, and executes academic advising activities with the purpose of promoting academic standards, and student success in meeting these standards to ensure retention. The Academic Success Coordinator is a collaborative member of the MLFTC Doctoral Programs team.</p> <p>We seek a high-performing, collaborative, approachable, positive, proactive, and service-oriented individual to provide one-on-one and group academic advising for PhD students, as well as communicate with the Learning Literacies and Technologies (LLT) and Educational Policy and Evaluation (EPE) Program Chairs, Program Committees, dissertation chairs, and the leadership of Doctoral Programs about issues related to advising, student services, and program management/development primarily in the LLT and EPE programs. The Academic Success Coordinator will contribute to increasing doctoral student retention and supporting students through graduation. They will support students in making timely progress toward their degree through a range of in-person and online academic counseling and support strategies. An ideal candidate will thrive working with full-time domestic and international PhD students. A strong candidate will demonstrate a commitment to student success, advancing the professional development of students and faculty, and advancing the doctoral programs leadership team. The ideal candidate will demonstrate initiative and independent decision-making and judgment in both routine and non-routine situations. This position is full-time and reports to the Director of Doctoral Programs.</p>
Essential Duties	<p>Direct responsibilities:</p> <p>Advising</p> <ul style="list-style-type: none"> • Provide 1:1 as well as group academic advising for PhD students • Maintain frequent communication with PhD students • Keep PhD students on track through enrollment checks, e-mails and workshops on program timelines • Monitor and support the development of plan of study, committee member selection, TAs hip process, internships, scholarships, and fellowships • Advise off-track students and develop a plan for completion

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- Provide guidance to PhD students and faculty on course selection, registration, and satisfactory academic progress
 - Connect PhD students with academic and personal resources including, but not limited to, tutoring, financial aid, internal and external supports for travel and student research, counseling and career services
 - Coordinate academic success program development and implementation

Admissions support

- Coordinate with MLFTC Marketing Department and Doctoral Programs Team
- Schedule, publicize and offer virtual information sessions for prospective students
- Respond to prospective student inquiries and ensure that all applications materials are in place in time for review
- Update recruiting materials and PowerPoints with current information

Programmatic support

- Maintain frequent communication with PhD faculty, LLT and EPE Program Chairs, Program Committees, Directors of Doctoral Programs, and Doctoral Programs Team
- Maintain electronic student files and evaluations and spreadsheets
- Utilize a variety of university data and programmatic direction to promote student academic success.
- Advise faculty on academic program development and implementation; attend and participate in monthly program meetings
- Monitor student academic progress through a variety of reporting tools; works closely and collaboratively with students, faculty, and staff to ensure academic success
- As appropriate, lead and facilitate meetings related to academic success in collaboration with students, student organizations, programs, and college leadership
- Provide support for program assessment in documenting students' academic success and organizing information for faculty and college review

Liaison responsibilities

- Act as college/department liaison to current and prospective students, faculty, staff, and external groups on issues related to academic success
- Prepare and present at orientations for current students and guide faculty in onboarding
- Participate in student recruitment activities
- Work collaboratively and collegially with the Doctoral Programs Team, academic units, and advising services throughout the university to facilitate comprehensive student support
- Collaborate with Teachers College internal and external partners to promote doctoral programs, including working with the Office of Student Success, Events Team, and the Data Strategies Team for program assessment

Effective in independent work

- Work under limited or minimal supervision, handle and solve problems, provide guidance and advice to students
 - Respond to student questions and concerns in a timely manner and personable ways; work closely with students to resolve all issues to ensure ongoing satisfaction with program and successful progress to completion
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	<ul style="list-style-type: none"> • Interpret and explain college and university policies and procedures related to admission, advising, student success, and degree completion • Research resources for doctoral student outside of MLFTC, such as LinkedIn, Handshake, etc. • Keep data on program alumni and their employment
Minimum Qualifications	<p>Master's degree in a related field and two (2) years or more of the following: advising or related student services utilizing a proactive and innovative approach which results in demonstrated outcomes in Academic Success Advising Coordinator retention, graduation, and academic planning; Or, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.</p>
Desired Qualifications	<ul style="list-style-type: none"> • Demonstrated knowledge of principles, practices, procedures and methods of evidence-based academic advising strategies • Demonstrated knowledge of ASU academic structure and organization • Demonstrated knowledge of academic programs, colleges, and departments university-wide • Demonstrated knowledge of principles and methods of program management • Demonstrated knowledge of principles, practices, and methods of academic support • Experience in applying the principles, techniques, and methods of teamwork, compromise, and collaboration to produce desired outcomes • Demonstrated leadership behaviors and abilities • Experience in rapidly adapting and effectively utilize new technology, practices, policies, and methods • Experience in establishing and maintaining effective working relationships with peers, faculty, students, administration, and community partners • Experience in working independently and effectively in an environment subject to quickly changing priorities • Evidence of effective communication skills • Experience in student service orientations; able to interpret student needs and determine when referral to other University resources is appropriate • Experience in demonstrating sensitivity to the needs of a diverse student population • Experience in designing presentation materials and giving oral presentations in group settings • Experience in coordinating and prioritizing work and activities of self and others
Working Environment	<ul style="list-style-type: none"> • 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 to perform essential functions
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</p>

	<p>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><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	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. #89508BR</p>

