## Assistant Director, Scholarly Initiatives  
 *(Job Number: 92572BR)*

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<thead>
<tr>
<th><strong>Campus Location</strong></th>
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<tr>
<td><strong>Full-Time/Part-Time</strong></td>
<td>Full-Time</td>
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<td><strong>Grant Funded Position</strong></td>
<td>This is a not grant-funded position and is not contingent on future grant funding.</td>
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<tr>
<td><strong>Salary</strong></td>
<td>Depends on Experience</td>
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<td><strong>Close Date</strong></td>
<td>July 6, 2023</td>
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### Job Description
The position includes coordination and implementation of key functions of the Office of Scholarship & Innovation, broadening the capacity of MLFTC faculty and students to conduct education scholarship, and communicating faculty scholarly accomplishments to a broad range of audiences.

The Mary Lou Fulton Office of Scholarship & Innovation promotes scholarship that addresses critical educational issues globally, nationally, and locally using multiple forms of inquiry resulting in knowledge that improves the educational mission of the College, local collaborators, and education around the world. The Office supports the expansion of scholarship capacity in the Teachers College writ large and the mobilization of scholarship by educators and the general public. The Learning Futures Collaboratives are one example of such efforts.

The Assistant Director will report to the Associate Dean for Scholarship & Innovation.

### Essential Duties
- Support faculty scholarship, advancement and recognition through organizing workshops, mentoring activities, award opportunities and other professional development opportunities in collaboration with College leadership.
- Manage, monitor, and coordinate activities and resources for Learning Futures Collaboratives, including events and partnerships with other institutions.
- Manage internal grants program, including proposals, budgeting, and connecting recipients with external grant opportunities.
- Serve as liaison for promoting faculty research activities within and outside of the college, including facilitating connections among faculty for collaboration on topics of mutual interest.
- Communicate faculty scholarship updates to communications staff for newsletters, website, and social media platforms.
- Provide support and coordination for doctoral programs and events, fostering networking and research opportunities between and among students and faculty.

### Minimum Qualifications
Bachelor’s degree in a field appropriate to the area of assignment AND six (6) years of related administrative experience, which includes three (3) years of supervisory experience; OR, ten (10) years of related administrative experience, which includes three (3) years of supervisory experience; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
| Desired Qualifications | • Earned doctoral degree from an accredited university in education or a related field with a research agenda in education.  
• Evidence of a task-oriented and problem-solving approach to work responsibilities, and the capacity to manage multiple projects and timelines simultaneously.  
• Demonstrated ability to work both independently and as part of a team, with strong and collegial interpersonal skills and an ability to communicate effectively in person, in writing, and in virtual settings.  
• Evidence of working knowledge and/or use of a broad variety of scholarship methods and approaches.  
• Evidence of a record of published scholarship in education.  
• Evidence of prior success in managing teams in a research environment.  
• Evidence of professional experience in higher education.  
• Knowledge of the principles and practices pertaining to the assigned department. Knowledge of management and supervisory principles and practices.  
• Knowledge of budget management methods and techniques.  
• Knowledge of strategic planning principles and practices.  
• Knowledge of principles, concepts, and practices of organizational management. Skill in problem solving and decision-making.  
• Skill in planning, analyzing and coordinating activities and establishing priorities.  
• Skill in effectively managing, supervising and evaluating assigned staff.  
• Skill in program design and development. Skill in budget preparation and forecasting.  
• Skill in both verbal and written communication.  
• Skill in establishing and maintaining effective working relationships. |
| Working Environment | • Activities are performed in an environmentally controlled office setting 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 resolutions of conflicts.  
• Ability to clearly communicate 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 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. 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.

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
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. 92572BR