Project Coordinator, Research  
(Job Number: 93159BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Kansas – Other US locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is a grant-funded position and is contingent on future grant funding.</td>
</tr>
<tr>
<td>Salary</td>
<td>$44,950 - $50,000 per year; DOE</td>
</tr>
<tr>
<td>Close Date</td>
<td>July 31, 2023</td>
</tr>
</tbody>
</table>

Job Description

In the position, the Project Coordinator – Research works closely and collaboratively with Principal Investigator(s), research team, and other stakeholders to plan, direct, organize, and execute project requirements; identifies and acquires necessary resources and coordinates efforts by all parties to ensure timely delivery of project outcomes in accordance with sponsoring agency’s expectations. This position is to support a federally-funded educational research project developing and testing an intervention to support elementary aged students who are experiencing internalizing behavioral concerns at school.

This position requires onsite, near Lawrence, Kansas, and remote (Zoom-based synchronous) work.

Essential Duties

- Works closely and collaboratively with key stakeholders (e.g., primary investigators, research team, school-based teachers, students) to conduct research activities.
- Fosters team effectiveness by acting to develop an environment that promotes the effectiveness and morale of the team.
- Collaborates on the establishment and continually monitors/manages project expectations with team; identifies issues for resolution to ensure optimal team effectiveness and ensure timely completion of project activities as defined in the sponsor agency approved project timeline.
- Collects and enters research data according to the approval Institutional Review Board protocols.
- Completes CITI Training and adheres to all research ethics, regulations and compliance as described in CITI Training and by the Universities.
- Maintains confidentiality of research partners and participants.
- Contributes to intervention material design and creation using online tools such as Canva, Microsoft Office Suite, and iSpring.
- Responds to inquiries regarding project status; prepares and responds to participants as requested by PIs.
- Prepares and maintains project status reports and schedules; tracks milestones/deliverables; re-sets expectations as needed in consideration of project progress/outcomes.
- Prepares project reports, monitors budget allocations, makes expense requests, and summaries/filings to ensure timely dissemination of information to all interested parties.
<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Bachelor’s degree and 2 years related experience; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.</th>
</tr>
</thead>
</table>
| Desired Qualifications | - Equivalent of 2 years of project management experience.  
- Knowledge of available project management applications to effectively and efficiently produce desired outcomes – such as Zoom, Microsoft Teams, Smartsheets.  
- Ability to advance plan to meet timelines.  
- Ability to identify opportunities for use of solutions to improve efficiency and reduce errors.  
- Ability to develop and maintain cooperative and collaborative working relationships among team members.  
- Understanding of basic project management principles, methods and techniques as applied to a specific project. |
| Working Environment | - Activities are performed at Kansas school sites, remotely through synchronous Zoom, or a university-based regular, climate-controlled office setting subject to extended periods of sitting, standing, walking.  
- Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds.  
- Ability to clearly communicate verbally in English, read, write, see and hear to perform essential duties. |
| 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](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).

<table>
<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<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. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. Only electronic applications are accepted for this position. 93159BR</td>
</tr>
</tbody>
</table>