Business Operations Specialist, GeoCivics
(Job Number: 95143BR)

Campus Location  | Tempe
Department Name  | Mary Lou Fulton Teachers College
Full-Time/Part-Time | Full-Time
Grant Funded Position | This is a grant funded position and is contingent on future grant funding
Salary | $42,000 - $58,000 per year; DOE
Close Date | September 15, 2023

Job Description
The Business Operations Specialist will provide support for the GeoCivics project for budget and accounting in coordination with the Mary Lou Fulton Teachers College Fiscal and Business Operations Office, as well as coordination of group travel, support for grant staff and teacher participants in planning and conducting events, and various office administrative and/or secretarial support activities. In addition, this position will support grant-related activities and duties in assisting in the overseeing of project related to professional development, self-study, and curriculum development.

Essential Duties
• Prepare and manage grant budget
• Work closely with ASU program officers on finances
• Plan and arrange travel for staff and participants; work closely with ASU travel agency
• Maintain and update databases, spreadsheets and other records as required using ASU software programs as necessary
• Execute a variety of office administrative and/or secretarial support activities
• Provide support for teacher participants
• Provide on-site support during teacher academies
• Plan and facilitate professional development, meetings and/or special events
• Purchase all materials and supplies
• Monitor and update inventory required for the program as necessary
• Work with grant staff to meet grant goals and objectives
• Prepare or assist in the preparation of notices, programs, flyers, manuals, agendas and other necessary communications
• Supervise others in the execution of these and other related duties to support the grant project

Minimum Qualifications
Bachelor’s degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Seven (7) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications
• Experience in budget creation and management
• Experience planning/coordinating meetings/special events/trainings
• Experience working with research tools, databases, and creating spreadsheets and other records as required using ASU software programs as necessary
• Evidence in office administrative and/or secretarial support
• Evidence of being Bilingual/Spanish
• Experience in education (teacher, non-formal educator, para, etc.)
• Demonstrated knowledge and effective use of Google drives and Microsoft products
Experience working in a higher education institution

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work.

Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals.

Regularly lift and move equipment and material weighing 25-50 pounds, occasionally lift and move equipment and material weighing 50-100 pounds

Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

Consistent direction and feedback are provided to ensure stated goals and objectives are being achieved/met.

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 8,000 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 charter, MLFTC is committed to inclusion and student success. The college’s core value of Principled Innovation connects individual decision making with the social, cultural, emotional and educational needs of others while creating positive change for humanity.

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](http://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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<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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<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. <a href="https://cfo.asu.edu/applicant__83475BR">https://cfo.asu.edu/applicant__83475BR</a></td>
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ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position. #95143BR