

Coordinator Senior (Job Number: 95855BR)

Campus Location	Tempe
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is a not grant-funded position and is not contingent on future grant funding.
Salary	\$44,100 - \$65,000 per year; DOE
Close Date	October 18, 2023
Job Description	<p>Mary Lou Fulton Teachers College is seeking a Coordinator Senior to support faculty scholarship and innovation, faculty development systems and global engagement. This position will provide administrative and programmatic support for faculty research and scholarly activity, faculty development, doctoral support, international visitors and scholars, global programs and faculty driven projects. The successful applicant will be able to work collaboratively with college leadership, faculty, and staff within MLFTC and across the university as well as with community groups. We seek an individual who can adopt a “big picture” view of this work while being attentive to details and timelines. The position requires an understanding of the needs of faculty at different career stages as well as an appreciation of global cultures.</p>
Essential Duties	<ul style="list-style-type: none"> • Works closely with the Associate Deans across a broad spectrum of activities related to supporting faculty research; faculty development; and international engagement. • Coordinates internal grant program including collaborating with associate deans to edit calls for proposals, assists with the create evaluation criteria and scoring rubrics and manage all logistics of the program. • Coordinates international scholar applications and processes, including providing support for Fulbright scholars. • Organizes visits of college delegations to a foreign institution, as well as visits by foreign delegations to the college. Arranges, schedules and prepares visit agendas, housing, travel, orientation, retreats and other events; coordinates all logistics of visits; assists in making necessary contacts internationally; establishes invitation lists and coordinates all follow-up. • Creates and maintains a detailed database of international collaborators and contacts; monitors for follow-up. • Creates and maintains a database of faculty research interests. Gathers information about faculty activities and accomplishments through surveys, personal communications, and other methods. • Manages executives’ calendars, schedules meetings and processes travel requests on behalf of others. • Develops, compiles, and writes communications and promotional literature for distribution such as newsletters, brochures or flyers; coordinates process from development through printing and distribution. • Collaborates with college staff and leadership on promoting and sharing faculty accomplishments through videos, podcasts and other media. • Coordinates and facilitates workshops, meetings, speaker series, mentoring activities or conferences; coordinates all logistics, scheduling and participant communication

	<ul style="list-style-type: none"> • The work schedule includes occasional evenings, weekends and overnight trips. • Other projects as assigned.
Minimum Qualifications	Bachelor's degree in a field appropriate to the area of assignment AND five (5) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications	<ul style="list-style-type: none"> • Experience in developing and maintaining professional working relationships with students, faculty, staff, community and government agencies and with culturally diverse groups. • Experience coordinating, planning, and delivery of workshops and other events for programs such as speakers, retreats, orientations, receptions, cultural excursions, and campus site visits. • Demonstrated knowledge of event elements (food and beverage, audiovisual, rentals, security, etc.) to ensure vendors are meeting expectations. • Experience managing an executive's calendar. • Experience managing an executive's travel arrangements, following established policies and procedures. • Experience in successfully managing visiting scholar processes and procedures. • Experience with Microsoft Office applications, such as Word, Excel, and Outlook. • Evidence of effective communication skills. • Experience working with script, agenda, program organization, and communication. Proofreading skills would be beneficial. • Experience in problem solving and decision-making. • Experience in time management and multitasking with the ability to create and follow timelines.
Working Environment	<p>Activities are primarily performed in a 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; regular review of completed tasks.</p> <p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p>Flexible work options</p> <ul style="list-style-type: none"> • Alternative work schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times. • Hybrid work is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.
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 8,000 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into

	<p>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.</p> <p>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.</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>

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. [95855BR](#)