

## Coordinator Senior

### Job Number: (97278BR)

<b>Campus Location</b>	Tempe
<b>Full-Time/Part-Time</b>	Full-Time
<b>Grant Funded Position</b>	This is a not grant-funded position and is not contingent on future grant funding.
<b>Salary</b>	\$44,100 - \$65,000 per year; DOE
<b>Close Date</b>	December 22, 2023
<b>Job Description</b>	Mary Lou Fulton Teachers College is seeking a Coordinator Senior to provide administrative support for executive team members in the dean's office. The successful applicant will be able to work collaboratively with college leadership, faculty, and staff within MLFTC and across the university.
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• Works closely with the Associate Deans across a broad spectrum of activities.</li> <li>• Collaborates with associate deans to manage logistics of various programs.</li> <li>• Coordinates visits of external partners.</li> <li>• Creates and maintains a database of visitors/partners for future contact and follow-up.</li> <li>• Manages executives' calendars.</li> <li>• Coordinates meetings, speaker series, and mentoring activities.</li> <li>• Other projects as assigned.</li> </ul>
<b>Minimum Qualifications</b>	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.
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience in developing and maintaining professional working relationships with students, faculty, staff, and culturally diverse groups.</li> <li>• Experience coordinating programs/events.</li> <li>• Experience managing calendar for others.</li> <li>• Experience with Microsoft Office applications, such as Word, Excel, and Outlook.</li> <li>• Evidence of effective oral and written communication skills.</li> <li>• Experience in problem solving and decision-making.</li> <li>• Experience in time management and multitasking with the ability to create and follow timelines.</li> </ul>
<b>Working Environment</b>	<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><b>Flexible work options</b></p>

	<ul style="list-style-type: none"> <li>• <b>Alternative work schedules</b> 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.</li> <li>• <b>Hybrid work</b> 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.</li> </ul>
<p><b>Department Statement</b></p>	<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 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.</p> <p>Aligned with ASU’s <a href="#">charter</a>, MLFTC is committed to inclusion and student success. The college’s core value of <a href="#">Principled Innovation</a> connects individual decision making with the social, cultural, emotional and educational needs of others while creating positive change for humanity.</p>
<p><b>ASU Statement</b></p>	<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 <a href="http://www.asu.edu/tobaccofree">www.asu.edu/tobaccofree</a></p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</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><b><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u></b>      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 <a href="https://www.asu.edu/police/PDFs/ASU-Clery-">https://www.asu.edu/police/PDFs/ASU-Clery-</a></p>

	<p><a href="#">Report.pdf</a>. 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 <a href="https://cfo.asu.edu/relocation-services">https://cfo.asu.edu/relocation-services</a>.</p>
<b>Employment Verification</b>	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
<b>Fingerprint Check Statement</b>	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check
<b>Instructions to Apply</b>	<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>Only electronic applications are accepted for this position.  <a href="https://cfo.asu.edu/applicant">https://cfo.asu.edu/applicant</a> #97278BR</p>