Project Administrative Assistant  
(Job Number: 98392BR)

Campus Location: Tempe  
Full-Time/Part-Time: Part-Time – 20 hours/week  
Grant Funded Position: This is a grant-funded position and is contingent on future grant funding.  
Salary: $20.20 - $25.20 per hour; DOE  
Close Date: February 6, 2024  
Job Description: The ICAP project is funded to create and disseminate professional developments (PD) that train university instructors in the US and internationally on how to improve their teaching. The team of the ICAP project seeks a talented administrative assistant to support the PI and the day-to-day operations of the project. The successful candidate will work in a team consisting of the principal investigator (PI), a project director, an eLearning developer, consultants, and graduate students. In addition to performing routine administrative support that includes management of the calendar/scheduling, travel, expense report management, and documents, the candidate will assist with research and development tasks such as literature review, PD implementation, and data collection. Also, the candidate must be able to effectively communicate with various stakeholders and coordinate multiple tasks simultaneously and autonomously while always maintaining tact and sound judgment.  

This is a part-time, benefits-eligible position at 20 hours per week, located on ASU’s Tempe campus.

Essential Duties:  
Administrative Support:  
- Assists the PI with online searches and printing of documents, and daily technical glitches on her Mac.  
- Prepares the workspace, purchases laptops, and creates signage.  
- Helps with travel arrangements, fills expense reports, etc.  
- Helps with organizing a conference in February 2025.  
- Organizes an agenda, arranges meals, and books meeting rooms, hotels, and transportation when the project team has visitors or other events.  
- Organizes files and documents for the project using tools such as Dropbox or Google Drive.

Communications & Outreach Assistance:  
- Forwards or responds in a timely manner to all correspondence emails from the Yidan Foundation.  
- Advertises and recruits PD participants; manages their contact information and correspondences; collects their responses or data sheets during PDs.  
- Assists with finding and hiring project consultants and tracking and submitting their hours.  
- After the PI has determined the PD implementation site in the US and international universities, along with the Project Director, follows up with correspondence and sets up details at their site.  
- When offering a webinar, handles outreach/notification to various organizations, and solicits participation.  
- After training, acts as the ICAP online forum moderator to prevent abusive or irrelevant posts, and to manage simple questions.
### Research & Development Assistance:
- Studies the ICAP literature and understands it in collaboration with the ICAP project staff.
- Helps with the IRB application process and recruitment of experimental subjects.
- Serves as a moderator by taking notes on participants’ questions and confusions when the hybrid PD is enacted.
- Collects and organizes suggestions and questions from participants and project consultants to assist with constructing and revising the content for the hybrid and online PDs.
- Collaborates with the rest of the project staff in analyzing videos and other data collected during PD enactments.
- Proofreads and helps polish all text generated by the project, including progress reports, the ICAP handbook, and the PD itself.
- After training, assists PI in developing manuscripts/writing using APA style.

### Minimum Qualifications
- Four (4) years secretarial/administrative experience; OR, Certificate in Secretarial Science AND three (3) years of secretarial/administrative experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications
- Experience in a variety of administrative functions including calendaring, scheduling, and word processing.
- Experience with ASU System: IRB application Portal, TRIP Travel System & My Expense Reports, Purchase requests, etc.
- Excellent, friendly, professional customer service experience and skills.
- Experience with planning and coordinating meetings/events and communicating with event participants.
- Experience in managing day-to-day operations of a project: workspace arrangement, technologies supply, signages, etc.
- Evidence of effective communication skills, verbal and written.
- Experience in and skill with Microsoft Office (Word, Excel, PowerPoint), Google Drive, and Dropbox.
- Experience with operating printers and basic troubleshooting of Mac computers.

### Working Environment
- Willingness to commit at least 20 hours a week working at ASU’s Tempe campus in the ICAP Center’s office suite.

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.

### 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 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.

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. #98392BR