

Senior Admissions Coordinator (Job Number: 98577BR)

Campus Location	West Valley
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 - \$58,000 per year; DOE
Close Date	February 12, 2024
Job Description	<p>ASU’s Mary Lou Fulton Teachers College Office of Academic and Career Success is seeking an innovative, forward thinking, and student-centered individual for the role of Senior Admission Coordinator as a part of the office of Graduate Services. The department is responsible for providing exemplary support to online and immersion students in our master’s and doctoral degree programs as well as graduate certificate programs. Our team-based work model focuses on personalized engagement to deliver exceptional service and support for every learner we serve. The Senior Admission Coordinator will serve as a key contributor to increasing student admission and matriculation through planning, organizing, and coordinating admission activities with the purpose of promoting academic standards and student success.</p> <p>This position is based at the West Valley campus. Travel to other campuses may be required.</p>
Essential Duties	<ul style="list-style-type: none"> • Supervises assigned professional staff and/or student workers in the provision of admission, recruitment/retention, and/or academic program functions to ensure needs of applicants and admitted students are met to allow for successful matriculation to online and campus-based graduate programs. Includes hiring, training, mentoring, and/or managing performance for direct and/or indirect reports. • Provides admission support and/or interacts with applicants and students in support of admission regularly; works with prospective students to resolve all issues to ensure satisfaction with admissions processes and successful application completion. • Coordinates activities related to admission for MLFTC graduate programs, including the establishment of application deadlines, management of supplemental applications, and the reporting of admission workflow in collaboration with college and university staff/faculty. • Navigates complex environments with evolving priorities and communication plans, while establishing and maintaining effective working relationships. • Resolves complex issues and takes the lead on projects built around supporting admission practices. • Acts as college/department liaison to internal and external constituents on issues related to admission practices and processes. • Assists in development of MLFTC admission practices and processes. • Monitors admission team effectiveness and adherence to service-level agreements for completion of work tasks using university data through a variety of reporting tools; works closely and collaboratively with applicants, faculty, and staff to facilitate comprehensive applicant support.

	<ul style="list-style-type: none"> • Works collaboratively and collegially with academic units and services throughout the university to facilitate comprehensive applicant support.
Minimum Qualifications	<p>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.</p>
Desired Qualifications	<ul style="list-style-type: none"> • Experience in supervision or leadership strongly preferred (1 year). • Demonstrated knowledge of the principles, practices, methods, and techniques of supervision. • Experience in working in team-based environments, and the ability to apply principles, techniques and methods of teamwork, compromise, and collaboration to produce desired outcomes. • Experience in graduate admission for online and campus-based masters, doctoral, and graduate certificate programs. • Experience in developing, promoting, and maintaining admission practices, policies, and procedures that emphasize equity and are inclusive of a diverse student population. • Experience in building, assessing, and evaluating team efficacy utilizing data and via technology. • Experience in coordinating and prioritizing the work and activities of self and others. • Experience in working effectively in an environment subject to quickly changing priorities, and adapting to utilize new technology, practices, policies, and methods. • Experience in supporting a positive organizational culture through motivation, engagement, and by creating a shared sense of accountability and vision. • Evidence of effective communication with a wide variety of university constituents, including students, staff, faculty, and college/university administrators.
Working Environment	<ul style="list-style-type: none"> • 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. • Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds. • Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts. • Ability to clearly communicate verbally, read, write, see and hear to perform essential functions. • Occasional travel to other ASU campuses.
Department Statement	<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</p>

	<p>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>
<p>ASU Statement</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 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>
<p>Employment Verification</p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p>Fingerprint Check Statement</p>	<p>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</p>

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> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. #98577BR</p>
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