

Administrative Associate (Job Number: 99226BR)

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	\$21.21 - \$24.05 per hour; DOE
Close Date	March 18, 2024
Job Description	<p>Mary Lou Fulton Teachers College is seeking an Administrative Associate to provide front desk and administrative support for the dean's office at ASU's Tempe campus. The successful applicant will be able to work collaboratively with college leadership, faculty, and staff within MLFTC and across the university. This position is responsible for providing exceptional customer service and administrative support to ensure the smooth functioning of the front desk operations. This role involves greeting visitors, answering incoming calls, scheduling appointments, managing inquiries, and performing various clerical tasks.</p>
Essential Duties	<ul style="list-style-type: none"> • Greet visitors in a professional and courteous manner. • Assist visitors with inquiries and provide accurate information. • Assist supervisor in oversight of student workers and their responsibilities. • Answer and direct incoming calls to the appropriate personnel or department. • Oversee coordination of various faculty and dean's office meetings and events. • Manage online appointment calendar(s) for college leadership. • Maintain cleanliness and organization of the front desk area. • Oversee office supplies inventory. • Assist with administrative tasks such as data entry, filing, and photocopying. • Collaborate with other departments to ensure seamless communication and coordination. • Handle concerns in a timely and professional manner. • Follow university policies and procedures regarding confidentiality and security. • Other projects and duties as assigned
Minimum Qualifications	Bachelor's degree in Business or in a field pertinent to work unit and one (1) year of directly related administrative experience; OR, any equivalent combination of experience and/or education 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 peers and culturally diverse groups. • Experience coordinating programs/events. • Experience working in front-facing customer service position • Experience managing appointment calendars for others. • Experience with Microsoft Office applications, such as Word, Excel, and Outlook.

	<ul style="list-style-type: none"> • Evidence of effective oral and written communication skills. • Experience in problem solving and decision-making. • Experience in time management and multitasking with the ability to create and follow timelines. • Experience working in a business office setting, on-site
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
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 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></p> <p>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> <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. https://cfo.asu.edu/applicant99226BR</p>