

Engagement Coordinator

Job Number: (99933BR)

Campus Location	Tempe or West
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is not a grant-funded position and is not contingent on future grant funding
Salary	\$42,000 - \$57,930 per year; DOE
Close Date	April 4, 2024
Job Description	<p>Would you like to engage with ASU students and make a positive effect on student success? Do you have excellent relationship-building skills? If you are a collaborative and student-centered professional, join our dynamic team ASU's Mary Lou Fulton Teachers College (MLFTC) is seeking a qualified, collaborative, and learner-centered individual for the role of the Engagement Coordinator. The Office of Community Education Services, housed within the Office of Academic and Career Success, is responsible for developing, implementing, and supporting community-based learning experiences that improve lives, communities, and systems. This exciting role will connect K-8 families and their students with educational programming and ASU students with the Federal Work Study (FWS) job opportunities aligned with their degree through a range of community service jobs.</p> <p>The position will travel to other campuses weekly. This position has been posted at the Tempe campus however, the position could be relocated to the West campus based on the needs of the college and/or the candidate.</p>
Essential Duties	<ul style="list-style-type: none"> • Recruiting FWS student workers from all ASU campuses • Recruitment of families and students from the community • Work closely with community organizations and partner sites • Work closely with MLFTC Career Coach and ASU Career Services • Assist program coordinators and staff with developing marketing strategies for recruiting. • Liaison with America Reads and other department staff regarding partnership updates and current FWS available positions • Educate faculty, staff and students from MLFTC and other ASU departments about FWS and available job opportunities • Work closely with Office of Student Services to create a social media presence for FWS positions • Create and attend student recruitment events as well as ASU job fairs and events • Participate in local events and meetings to promote available programming and opportunities • Work with program partners and coordinators on multiple ASU campuses • Identify and collaborate with other university departments and programs to support college and university initiatives • Maintain a close working relationship with FWS • Participate in university/college initiatives and training that support our work
Minimum Qualifications	Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Any equivalent combination of education and/or

	<p>experience from which comparable knowledge, skills and abilities have been achieved.</p>
<p>Desired Qualifications</p>	<ul style="list-style-type: none"> • Evidence of practical work experience in coordinating project or programs • Evidence of practical work experience in student recruitment • Knowledge of the principles, practices and methods of Federal Work Study and postsecondary student employment • Ability to work effectively in an environment subject to limited supervision requiring independent decision making • Experience working with diverse populations • Evidence of practical work experience in meeting facilitation or presentation • Skill in establishing effective working relationships • Evidence of effective verbal and written communication skills • Proficiency in computer applications • Experience in using organization and time management skills • Ability to perform tasks with high attention to detail • Knowledge of Next Education Workforce, community education, and mutually beneficial partnerships • Knowledge of basic project management • Skill in analyzing and improving processes • Skill in coordinating and prioritizing work and activities of self and others
<p>Working Environment</p>	<ul style="list-style-type: none"> • Duties are performed in an environmentally controlled office setting subject to extended periods of sitting, telephone communication, 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 40 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 • Duties are also performed in the field at multiple ASU campuses and other partner organizations
<p>Department Statement</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 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</p>

	<p>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 100,000 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 receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, 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 PD 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.
Background Check	ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background 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. 99933BR</p>