

Administrative Associate (Job Requisition ID: JR100250)

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 advancing inclusive excellence in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of inclusive excellence.</p>
Time Type	Part-time, 20 hours/week
Max Pay	\$25.00 per hour
Job Description	<p>Salary range: \$22.00 - \$25.00 per hour; DOE</p> <p>Mary Lou Fulton Teachers College (MLFTC) at Arizona State University is seeking a Principled Innovation Administrative Associate to provide part-time administrative support for the Principled Innovation initiative. This position will be based on ASU’s Tempe campus and focus on managing the director’s calendar, coordinating travel schedules and ensuring effective operational support for the initiative.</p> <p>The successful candidate will work collaboratively with college leadership, faculty, and staff within MLFTC, as well as with university partners, to support the smooth execution of administrative tasks aligned with Principled Innovation goals.</p>
Essential Duties	<ul style="list-style-type: none"> ● Manage the director's calendar, including scheduling and prioritizing appointments. ● Coordinate travel arrangements, including booking transportation and accommodations. ● Provide administrative support for Principled Innovation projects and events. ● Serve as the first point of contact for inquiries related to Principled Innovation. ● Perform various clerical tasks, including drafting correspondence, processing reimbursements, and organizing files. ● Maintain clear communication with internal and external stakeholders to ensure timely follow-ups and deliverables. ● Occasionally provide front desk support and greet visitors when required.

Desired Qualifications	<ul style="list-style-type: none"> ● Demonstrated ability to provide professional administrative support in a collaborative environment. ● Strong organizational skills with attention to detail, particularly in calendar and travel management. ● Exceptional interpersonal and customer service skills. ● Ability to handle multiple tasks simultaneously and prioritize effectively. ● Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace, Workday). ● Familiarity with academic settings and/or administrative roles at a university. ● Experience supporting leadership or directors in managing schedules and logistics. ● Knowledge of the principles and goals of Principled Innovation is a plus.
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. ● Evidence of good communication.
Minimum Qualifications	<p>Bachelors 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.</p>
Location	<p>Campus: Tempe</p>
Funding	<p>This is grant funded position and is contingent on future grant funding.</p>
Posting End Date	<p>January 20, 2025</p>
Instructions to Apply	<p><i>Current Employees and Students should apply directly within Workday using the Jobs Hub. Use this link and log in using SSO:</i></p> <p>To be considered, your application must include all of the following attachments:</p> <ul style="list-style-type: none"> ● Cover letter ● Resume/CV ● <p>Note: Multiple documents can be submitted into the attachment box. Alternatively, merge all documents into one PDF for submission.</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. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. NOTE: GA and Intern positions are counted as .5 for job experience (ie. 1 year equals 6 months experience equivalency). Only electronic applications are accepted for this position.</p> <p>Need help finding the right job? We can recommend jobs specifically for you! Create a custom Job Alert by selecting criteria that suit your career interests.</p> <p>Apply before <u>midnight Arizona time</u> on the <u>day before the 'End Date'</u> shown on the top right of this job posting.</p>

<p>ASU Statement</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 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>Notice of Availability of the ASU Annual Security and Fire Safety Report</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>
<p>Employment Verification</p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p>Background Check Statement</p>	<p>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.</p>