

TEI Administrative Assistant (Job Requisition ID: JR100580)

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 per week)
Max Pay	\$22.00 per hour
Job Description	<p>Mary Lou Fulton Teachers College (MLFTC) is seeking an Administrative Assistant who will work closely and collaboratively with stakeholders on an international project to plan, direct, organize, and execute against project requirements; identifies and acquires necessary resources and coordinates efforts by all parties to ensure timely delivery of project outcomes in accordance with sponsoring source's expectations.</p> <p>This position is primarily based on Tempe campus; however, Mary Lou Fulton Teachers College operates on both the Tempe and West Valley campuses and occasional travel to the alternate campus may be required.</p>
Essential Duties	<ul style="list-style-type: none"> • Coordinates project activities; assists in execution • Plans, develops, implements, and manages a project team through complete task definitions and work requirement identification and assignments • Works closely and collaboratively with key stakeholders to define project scope, strategy, budget, and outcomes; identifies critical resource expertise and targets appropriate internal and/or external sources to ensure optimal outcome(s) • Establishes and continually monitors/manages project expectations with the team; assigns tasks and identifies issues for resolution to ensure optimal team effectiveness • Prepares and maintains all project status reports and schedules; tracks milestones/deliverables, critical paths and dependencies; re-sets expectations as needed in consideration of project progress/outcomes

	<ul style="list-style-type: none"> • Responds to all inquiries regarding project status; prepares and responds to all regulatory reporting/filings to ensure compliance • Manages, coaches, and supervises all project team members both internal and contracted to ensure optimal outcomes; builds, develops, and maintains relationships vital to project success • Works collaboratively with stakeholders, leadership, and other related staff to define and identify all required project infrastructure including, but not limited to: space, build/reconfiguration of facilities, equipment, technology and infrastructure to ensure timely availability for successful launch and ongoing project operations • Prepares all post-project reports, budget allocations and summaries/filings to ensure timely dissemination of information to all interested parties
Desired Qualifications	<ul style="list-style-type: none"> • Experience working on international projects • Experience managing complex project with multiple priorities • Experience collecting data, organizing data, and coordinating reporting with internal and external stakeholders • Ability to communicate verbally and in writing in English, Arabic, Modern Standard Arabic and/or Egyptian Arabic • Experience in basic project management principles, methods and techniques as applied to a specific project • Ability to notice, interpret and anticipate concerns and potential team and/or sponsorship conflict; escalates as appropriate • Knowledge of available project management applications
Working Environment	<ul style="list-style-type: none"> • Activities are performed in an environmentally controlled office setting subject to extend periods of sitting, keyboarding and manipulating a computer mouse • Required to stand for varying lengths of time and travel moderate distances to perform work • Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds
Minimum Qualifications	Bachelor's degree in a related field; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
Location	Campus: Tempe
Funding	This is a grant funded position
Posting End Date	January 27, 2025
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 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 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>
<p>Fingerprint Check Statement</p>	<p>Fingerprints are not required for this position.</p>