

**Academic Success Coordinator,
International Partners/Mastercard Foundation
(Job Requisition ID: JR103013)**

Department Statement	<p>ASU’s Mary Lou Fulton College for Teaching and Learning Innovation 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 College for Teaching and Learning Innovation prepares over 8,000 educators annually. MLFC 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. MLFC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFC 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, MLFC is committed to advancing inclusive excellence in our curricula, programming and institutional relationships.</p>
Time Type	Full-Time
Max Pay	\$53,000 per year
Job Description	<p>Salary Range: \$48,600 - \$53,000 per year; DOE</p> <p>ASU’s Mary Lou Fulton College for Teaching and Learning Innovation (MLFC) Office of Academic and Career Success is seeking an innovative, forward thinking, globally aware, and student-centered individual for the role of Academic Success Coordinator. This is a grant funded role supporting international students enrolled in MLFC master’s degree and graduate certificate programs as part of college and university global initiatives with the Mastercard Foundation.</p> <p>The Mastercard Foundation Scholars Program Supported through grant funds, the Mastercard Foundation Initiative aims to further enhance the resilience of 10 Mastercard Foundation partner universities located throughout the African continent and beyond by incorporating current and future-sensitive technologies in university learning environments, operations, and policies. This will enable institutions to create more inclusive learning and support mechanism for students.</p> <p>The Academic Success Coordinator will be situated within the Graduate Services team in the Office of Academic and Career Success. The role is responsible for providing exemplary academic advising and support to students in targeted master’s degree and graduate certificate programs. The Academic Success Coordinator will serve as a key contributor to support student application and admission processes, as well as student retention and graduation through planning,</p>

	<p>organizing, and coordinating academic advising activities with the purpose of promoting academic standards and student success. This role will coordinate extensively with MLFC faculty, as well as other stakeholders within ASU to ensure the success of learners.</p> <p>Mary Lou Fulton College for Teaching and Learning Innovation operates on both the Tempe and West Valley campuses. This position is primarily based at the Tempe campus but occasional travel to the alternate campus will be required.</p>
<p>Essential Duties</p>	<ul style="list-style-type: none"> • Provides 1:1 as well as group academic advising, recruitment/retention, and academic success support functions to students to ensure ongoing successful progress to completion of degree program. This role is expected to provide general advising and support to students with particular attention to new student onboarding and program readiness. • Coordinates a program, portion of a large program, a group of activities and functions, or a project within a department or college directed to the retention and success of the student population. This may include conducting or completing assessment, evaluation, timelines, goals, and budget of the program. • Navigates complex environments with evolving priorities and communication plans, establishes and maintains effective professional working relationships spanning faculty, grant stakeholders, and other ASU partners. • Collaborate with staff, faculty, and community partners in support of global initiatives. • Resolves complex issues and takes the lead on projects built around student support for the assigned student population. • Acts as college/department liaison to internal and external constituents on issues related to academic success. • Responds to student questions and concerns; works with students to resolve all issues to ensure ongoing satisfaction with program and successful progress to completion. • Possesses a clear understanding of the grant and academic unit goals and/or departmental processes and expectations. Drives learner aspects of grant initiatives with holistic understanding of the broader goals. • As required, represent college/department as a primary contact at college or university-level meetings, collaborate on cross-unit teams or projects, and act as course instructor/resource for faculty. • Other duties as assigned.
<p>Desired Qualifications</p>	<ul style="list-style-type: none"> • Master’s degree in a related field and two (2) years or more of the following: advising or related student services utilizing a proactive and innovative approach which results in demonstrated outcomes in Academic Success Advising Coordinator retention, graduation, and academic planning; Or, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. • Evidence of at least two (2) years of experience coordinating international programs or working with international student populations as a primary-role academic advisor strongly preferred. • Evidence of being fluent in English and at least one additional language, with a preference for French fluency. • Experience working in team-based environments, and the ability to apply the principles, techniques and methods of teamwork, compromise and collaboration to produce desired outcomes.

	<ul style="list-style-type: none"> • Skill in developing, promoting, and maintaining advising practices, policies, and procedures are sensitive to the needs of a diverse student population. Able to regularly monitor assessment as well as build, assess, and evaluate advising efficacy utilizing data and via technology. • Ability to establish and maintain effective working relationships with peers, faculty, students, administration and other interested parties. • Ability to work effectively in an environment subject to quickly changing priorities, and adapt to utilize new technology, practices, policies and methods. • Ability to support a positive organizational culture through motivation, engagement, and by creating a shared sense of accountability and vision. • Ability to effectively communicate both written and verbally 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. • Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals. • Regular activities require the 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. • Consistent direction and feedback is provided to ensure stated goals and objectives are being achieved/met. • Position receives regular review of objectives
Minimum Qualifications	Bachelor's degree and three (3) years of experience appropriate to the area of assignment/field; OR, Any equivalent combination of experience and/or training from which comparable knowledge, skills and abilities have been achieved.
Location	Campus: Tempe
Funding	This is grant funded position and is scheduled to end in May 2029
Posting End Date	February 28, 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>

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<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>