# Product Manager Associate  
*(Job Number: 58942BR)*

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West</th>
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<tbody>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>$41,000 - $43,000 per year; depending on experience</td>
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<tr>
<td>Close Date</td>
<td>February 24, 2020</td>
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</table>

## Job Description

The Office of Digital Learning in Mary Lou Fulton Teachers College is seeking a qualified candidate for a Product Manager Associate. This entry-level position will provide the successful candidate with the ability to learn and grow skills related to user and market research, product roadmapping and testing, and product evaluation. This position will support the Director of Digital Initiatives with the articulation and management of products related to the college’s signature Next Educator Workforce initiative, and other work as assigned.

### Essential Duties

- Support research on customer needs and product vision, including holding of customer discussions and documenting results of conversations.
- Makes recommendations on potential new products and opportunities, along with supporting document. Supports strategic design decisions related to core, and new, functions and features.
- Supports product development by communicating and collaborating with team members.
- Participates in iterative products development process and brainstorming sessions.
- Represents products to customers and stakeholders.
- Works with stakeholders and is on hand during the course of the product’s projects to answer questions.
- Participates proactively in project planning, meetings, reviews, retrospectives and demonstrations.
- Maintains documentation of the product.
- Assumes or coordinates other duties or projects as assigned or directed.

### Minimum Qualifications

Bachelors degree in a related field; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications

- Ability to work quickly, collaboratively, and with attention to detail.
- Ability to fail forward and adaptability to change.
- Knowledge of product management processes, including road maps, user research, market research, and product development.
- Skill in relating effectively to a diverse user base and extracting actionable data and insights from user conversation and interviews.
- Ability to communicate well with others and to perform work in a team environment.
- Ability to collaborate and reach consensus in a fast-paced environment.
### Working Environment
Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking; visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds; ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties; regular review of completed tasks.

### Department Statement
Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,000 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the quality of teaching and learning and the performance of education systems.

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 innovation capabilities of individual educators, schools and organizations, districts and communities.

### 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 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.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

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.

**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-](https://www.asu.edu/police/PDFs/ASU-Clery-)
You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services).

<table>
<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tbody>
<tr>
<td>Background Check Statement</td>
<td>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.</td>
</tr>
<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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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.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position. [https://cfo.asu.edu/applicant](https://cfo.asu.edu/applicant)