

Career and Professional Experience Coordinator (Job Requisition ID: JR119340)

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	\$50,000
Job Description	<p>Salary Range: \$42,000 - \$50,000 per year; DOE</p> <p>ASU's Mary Lou Fulton College for Teaching and Learning Innovation (MLFC) is seeking a student-centered, detail-oriented, and relationship-driven Career and Professional Experience Coordinator to support internship, practicum, student teaching and other field-based experiences across all academic programs.</p> <p>As a key member of the Career and Professional Experience Services (CAPES) team, this role ensures students are connected with high-quality, career-relevant placements that align with their academic program requirements and professional goals. The coordinator supports students throughout the entire placement process and serves as a strategic connector between students, faculty, districts, employers, and institutional partners.</p> <p>This position plays an important role in helping students understand program, certification and placement requirements, navigate placement options and connect with appropriate resources to support their professional development. The coordinator also serves as a liaison throughout the placement experience which includes checking in with students, helping address any challenges and maintaining open communication with mentors, employers and schools.</p>
Essential Duties	<ul style="list-style-type: none"> • Guides students through the placement process for internships, practicums, student teaching, and other field experiences across all academic programs

	<ul style="list-style-type: none"> • Holds individualized coaching conversations to support students in selecting placements aligned with their program and career goals • Helps students understand relevant certification, internship, and field experience requirements • Serves as a liaison between students and placement sites, helping to maintain strong communication and address challenges during the experience • Matches students with qualified mentors, schools, and employers, coordinating with faculty and institutional partners • Collaborates with districts, educational organizations, and employer partners to sustain and grow high-quality placement opportunities • Supports the accurate tracking and documentation of placements and mentor assignments • Connects students to university and college resources for additional support related to career preparation and skill development • Contributes to the continuous improvement of the placement process and student experience
Desired Qualifications	<ul style="list-style-type: none"> • Practical work experience in coordinating projects or programs • Practical work experience in cultivating partnerships • Knowledge of the principles, practices and methods of student clinical placements within a PK-12 setting • Ability to work effectively in an environment subject to limited supervision requiring independent decision making • Practical work experience in meeting facilitation or conducting educational presentations • Skill in establishing and maintaining effective working relationships • Effective verbal and written communication skills • Proficient in computer applications, particularly Excel • Strong organization and time management skills
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 • Frequently 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 effective communication • MLFC supports flexible work options for certain positions, such as alternate work schedules and hybrid remote, subject to approvals per ASU policy.
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 not a grant funded position and is not contingent on future grant funding.
Posting End Date	April 20, 2026
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

	<ul style="list-style-type: none"> • 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</u> 'End Date' shown on the top right of this job posting.</p>
ASU Statement	<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 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>
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

Statement	background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.
Fingerprint Check Statement	Fingerprints are not required for this position.