

Coordinator, Admissions and Recruiting (Job Number: 100965BR)

Campus	West Valley
Full-Time/Part-Time	Full-Time
Salary	Depending on Experience
Close Date	May 13, 2024
Job Description	<p>The Gary K. Herberger Young Scholars Academy at Arizona State University invites applications for a full-time, benefits eligible, 1.0 FTE, Coordinator of Admissions and Recruiting position.</p> <p>The Gary K. Herberger Young Scholars Academy is a learning environment designed for highly gifted students in grades 7-12 located on the Arizona State University West Valley campus. Funded in part by an endowment from the Herberger Family and supported by ASU, the Gary K. Herberger Young Scholars Academy was founded to address the needs of academically and intellectually gifted students in the Phoenix area. The Herberger Academy accepts qualified students who have completed 6th grade curriculum and are 11 years of age by the student start date. Designed for gifted students who thrive in a highly engaging learning environment, the academy personalizes students' education by merging individual's academic talents and interests with advanced college preparatory coursework and mentorship opportunities. Students at the academy experience a broad-minded, paradigm-shifting education. Herberger Academy scholars engage with dedicated instructors in a small and caring community, with the resources available at a major research university. Upon enrolling in the academy, students first become immersed in integrated middle school level curriculum at an accelerated pace. They then complete high school credits while exploring and pursuing their intellectual interests through Cambridge coursework and connections made accessible at Arizona State University. For more information about our school, please visit our website at https://herbergeracademy.asu.edu/.</p> <p>Under administrative direction of the Head of School, the appointee will manage student recruitment, admissions and registrar processes, and oversee financial aid/scholarships for all students at Gary K. Herberger Young Scholars Academy, a Middle and High School for highly gifted students, on ASU's West Valley campus.</p>
Minimum Qualifications	Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
Work Environment	<ul style="list-style-type: none"> • This is an in-person position located at the West Valley campus, in Glendale, Arizona. Remote work opportunities are not available for this position. • A valid Arizona fingerprint clearance card is required for this position and must be in-process at time of hire • Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse.

	<ul style="list-style-type: none"> • May need 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. • Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.
<p>Essential Duties</p>	<ul style="list-style-type: none"> • Oversee and manage the admissions process, including communicating with prospective families, managing the Enrollment Management Information System, coordinating with ASU-Mary Lou Fulton Business Office to prepare and issue enrollment contracts, and leading the admissions committee • Recruit prospective students to attend the academy by: <ul style="list-style-type: none"> ○ Managing the outward facing marketing tools including the Herberger Academy website, and web-based school information sites such as Niche.com and Great Schools ○ Lead tours of Herberger Academy, explaining the program to and answering questions for prospective families ○ Coordinate student visits and shadow days for prospective students to experience a day in the life of a Herberger Academy student. Facilitate interactions with current students, faculty, and staff ○ Plan, organize, and execute Open House events and develop and cultivate community relationships/partnerships in the greater Phoenix area gifted community • Manage and oversee Herberger Financial Aid Program, including the Jeanne Herberger Scholarship, Student Tuition Organization funds, and other gifts to increase access for prospective families and support existing families attending the academy • Maintain regular communication with prospective families to address their inquiries, provide updates on the admissions process, and offer support as needed. Foster positive relationships with parents and guardians throughout the admissions process • Work with the administrative team to develop and execute long term goals for the strategic plan regarding access, diversity, and growth • Maintain and foster good working relationships with students, parents, faculty and educational partners • Perform other duties and responsibilities as assigned by the supervisor or leadership team • Maintain effective and efficient record keeping procedures • Communicate effectively both orally and in writing with parents on a regular basis • Model professional and ethical standards when dealing with students, parents, peers, and community • Establish and maintain cooperative working relationships with students, parents, and peers • Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating • Perform other duties and responsibilities as assigned by the supervisor

Desired Qualifications	<ul style="list-style-type: none"> • Evidence of Master’s degree from an accredited university • Evidence of Certificate in Gifted Education and/or Gifted Endorsement • Three (3) or more years of experience in Independent/Private K-12 Admissions or University Admissions • Demonstrated knowledge of or evidence working with gifted programming and gifted learners • Evidence of interest in developing professional knowledge and experience in gifted education • Demonstrated knowledge and understanding of the cognitive, social, and emotional characteristics, needs, and problems found in gifted students as a result of their asynchronous development • Evidence of effective interpersonal, communication, and presentation skills • Evidence of organizational skills with the ability to manage multiple tasks and priorities • Evidence of a valid fingerprint clearance card upon hire
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>
ASU Statement	<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</p>

	<p>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 PD 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.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
Instructions to Apply	<p>Application deadline is 3:00PM Arizona time on the date indicated. 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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. #100965BR</p>