Job posting preview

Requisition ID: 22900BR
ASU Job Title: Coordinator Senior - GPO Student Services
Campus/Location: ASU Tempe
Department Name: WPC GPO Dean
Full-Time/Part-Time: Full-Time
Scope of Search: Open
Grant Funded Position: This is not a grant funded position and is not contingent on future grant funding.

Job Description:
The W. P. Carey School of Business, Executive MBA Programs is recruiting for a Coordinator Senior to deliver program services to students and faculty for the Executive MBA program reporting into the Associate Director for the Executive MBA Program. The focus of this position is to work with and through others, building and maintaining relationships, and working closely and accurately within established guidelines of the unit, program objectives and funding limitations. It requires someone who can be aware of and responsive to executive students' needs and concerns in a "how can I help you" work environment with professional communication and confidentiality. This position is part of a larger student services team working together to provide the best customer service necessary to build and maintain strong relations with students and internal customers. The primary responsibilities of this position include executive student support and faculty support, event coordination, execution of program delivery and communications, and oversight of student worker and execution of EMBA program delivery and logistics.

Essential Duties:
- Manages and executes program delivery logistics in accordance with Associate Director and Director of Student Services to include class weekend catering, signature events, room reservations, guest speaker and classroom faculty support.
- Support faculty by ordering course materials, providing class rosters, scheduling classroom and team rooms, advising on blackboard course pages and programmatic timelines, assists with faculty meetings and various other program logistics.
- Manages and implements student support to ensure success e.g., as primary point of contact, class registration, advising regarding procedures and monitoring satisfactory academic progress, explaining the curriculum and aspects of student support, program communications, preparing parking, assisting with orientation and graduation events, providing problem resolution and decision making strategies when necessary, coordinating events, assisting with marketing of program events, budgeting, and other administrative duties.
- Program support including maintaining Purchasing card within accounting policies, disbursements and working within budgetary guidelines, maintenance of Executive suite and subscriptions, support for off-site courses including Business Strategy & Public Policy course at Arizona State Capitol and Washington DC and support for International course.
- Assists and collaborates with units including admissions and recruitment, career management, marketing, IT, and other W. P. Carey GPO programs, etc. to support program success and at events as needed.
- May train and evaluate assigned student worker or graduate assistants for student support activities.
- Additional duties as assigned by the Associate Director and Director of Student Services

Days and Schedule: Tuesday - Saturday, 8:00A.M. - 5:00P.M.; class on Saturdays are required.

Minimum Qualifications:
Bachelor's degree in a field appropriate to the area of assignment AND five (5) years of related experience; OR. Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications:
- Experience in delivering presentations
- Evidence of effective verbal and written communication skills
- Experience in coordinating activities and/or event planning
- Experience in using Microsoft Office applications (Word, Excel, Access, data query, PowerPoint)
- Experience in day to day priority management
- Experience in multi-project environment
- Experience in coordinating activities and/or event planning
- Experience in sharing information and responsibilities in a team environment
- Experience in using university business and curriculum processes
- Experience in student information systems
- Experience in maintaining confidential records
- Experience in maintaining calendars
- Experience in sharing information and responsibilities in a team environment
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- Experience in maintaining confidential records
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- Experience in delivering presentations
- Evidence of effective verbal and written communication skills

Working Environment:
- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse (75%); standing for varying lengths of time and walking moderate distances to perform work (10%); bending, reaching, lifting, pushing and pulling up to 25 pounds (15%).
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Communicate to perform essential functions.

Use standard office equipment such as computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone.
Department Statement
The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 13,000 students. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking. The W. P. Carey School is internationally recognized for its leadership in business education, groundbreaking research and innovation, and renowned faculty making us one of the top-ranked business schools in the country. Learn more at http://wpcarey.asu.edu.

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 90,000 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.

ASU Statement
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.

Employment Verification Statement
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
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.

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.