Job posting preview

ASU 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 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.

Job posting preview

Requisition ID 23113BR
ASU Job Title Coordinator
Job Title Strategic Initiatives Coordinator
Campus/Location Campus: Tempe
Job Family Generic
Department Name WPC UPO Administration
Full-Time/Part-Time Full-Time
VP Code EXEC VP/PROVOST
Scope of Search Open
Grant Funded Position This is not a grant funded position and is not contingent on future grant funding.
Category 02
Salary Range $27,864 - $42,000 per year; DOE
Close Date 10-June-2016

Job Description
The W. P. Carey School of Business has a new opening for someone who enjoys working in an innovative and creative program as part of a high energy team planning, organizing and facilitating multiple strategic initiatives focused on providing student with practical experiences and opportunities to apply their academic knowledge.

This coordinator position supports the start-up of new, innovative ventures within the WPC undergraduate environment requiring a “how can I help you” approach. The first venture being the W. P. Carey Fellowship Program, an offspring of a ‘Teaching Hospital’ model, providing significant and unique work experiences for select students through a problem-based learning by doing course.

Days and Schedule: Monday-Friday 8:00 AM to 5:00 PM. Some evenings and weekends will be required. Must be willing and able to travel to multiple campus locations.

Essential Duties
• Coordinates and conducts all administrative logistics and assignments for a variety of specific projects following established policies and procedures; ensuring consistency of operations and timely implementation.
• Provides assistance and information in identifying, communicating and implementing best practices throughout specific projects.
• Assists with the implementation of expressed strategies and business services plans; short and long range operating objectives.
• Coordinates, initiates and oversees personnel management activities such as hiring, training and evaluation of students specific to projects.
• Works collaboratively with various University administration/staff in project development and delivery.
• Assists in developing short and long-range operating objectives and organizational structure according to forecasted goals/objectives.
• Troubleshoots and resolves issues affecting programs/projects to address effectiveness and efficiencies.
• Assists with a variety of communications, social media and distribution.
• In collaboration with BCC staff, interacts and advises business students related to career development and attends events related to specific projects as needed.

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.

Desired Qualifications
• Experience related to educational programming and student success in higher education.
• Experience in developing workforce skills and related innovations.
• Experience in internet-based communications emphasizing multiple social media formats.
• Experience in using Microsoft Office products with demonstrated proficiency in software such as PowerPoint, Word, Excel, and Project.
• Experience working with non-profit/philanthropic organizations.
• Evidence of effective verbal and written communication skills.
• Experience in using presentation skills with a strong understanding of audience and use of grammar.
• Experience in managing multiple projects simultaneously under tight time lines working individually and in a team.
• Experience in developing workforce skills and related innovations.
• Experience in establishing, developing, and maintaining positive interpersonal work relationships.
• Experience in internet-based communications emphasizing multiple social media formats.
• Experience in using Microsoft Office products with demonstrated proficiency in software such as PowerPoint, Word, Excel, and Project.

Working Environment
• Provide complex evaluations/assessments of students/programs, including interpretation of policies, procedures, and requirements of various degree/certification programs within the school.
• Communicate effectively, both in writing and verbally, to develop/update advisement materials in various formats (electronic, hard-copy, etc) and to coordinate and present information to current and prospective students, parents, and visitors.
• Work with students in a higher education/university level, both one-on-one and in group/class settings, in-person and via phone and e-mail.
• Travel
• Utilize computer, phone, and various office equipment (fax, copier, etc)
• Experience in using presentation skills with a strong understanding of audience and use of grammar.

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Employment Verification Statement
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement
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.

Instructions to Apply
Application deadline is 3:00PM Arizona time on the date indicated.

Cover letter, resume, and three professional references required. Resumes should 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 should be listed individually for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications stated in this requisition. Candidates who do not follow the instructions to apply may be disqualified.

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

Only electronic applications are accepted for this position.