The W. P. Carey School of Business Undergraduate Programs area is seeking an energetic and self-motivated individual to work on its Student Engagement team. The Student Engagement team works to implement programming aimed at retention, leadership development and engagement of W. P. Carey students. The Coordinator Senior, Student Development and Curriculum will oversee and manage curriculum development for WPC 101: Student Success in Business - a required student success course for first-year business students - and for WPC 484: WPC Facilitators - an upper-division training and leadership course for student WPC 101 facilitators. The Coordinator Senior collaborates with W. P. Carey staff members, deans and faculty, to develop curriculum that supports university and school learning objectives. This includes the creation of a common syllabus, course calendar and Blackboard master shell. The position also annually recruits, interviews, selects and trains approximately 130 student facilitators, in addition to, recruiting and training approximately 45 staff facilitators. The Coordinator Senior co-supervises one Student Development and Activities Coordinator, in addition to, supervising approximately 130 students facilitators. This position facilitates, coordinates, and assesses training sessions for professional staff via seminars, workshops and meetings.

Additionally, this position coordinates online student engagement programming. Responsibilities include: advising the Online Student Advisory Council (OSAC), implementing program ideas from OSAC feedback, co-advising the Online Business Student Organization (OBSA), creating and distributing an online student e-newsletter and planning programs designed specifically for online business.
The position will also support general engagement initiatives including: Camp Carey, large-scale W. P. Carey undergraduate events and other programs designed to engage and retain W. P. Carey first-year students.

**Days and Schedule:** Monday - Friday, 8:00am to 5:00pm; work hours will also include some evening and weekends. The position will require in-state travel.

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**Essential Duties**

- Manage all aspects of WPC 101: Student Success in Business – a required course for 3,000 incoming School of Business freshmen
- Develop WPC 101 common syllabus, course content and assignments that fulfill the learning outcomes outlined by the University Provost and W. P. Carey administration
- Build master WPC 101 and WPC 484 Blackboard course shells
- Develop WPC 484 syllabus, course content and assignments to support student facilitator leadership development
- Facilitate 2-4 sections of WPC 484: WPC Facilitators course
- Facilitate online and on-ground sections of WPC 101 as needed
- Annually promote, interview, select and train 130+ student facilitators and 40+ staff facilitators
- Develop and deliver summer training sessions for staff and student WPC 101 facilitators that cover relevant topics for facilitating WPC 101
- Collaborate with professional staff at West campus, Polytechnic campus and ASU online to create WPC 101 courses that are specific to those student populations
- Work with W. P. Carey Dean of Academic Affairs to meet with students who violate the WPC Academic Integrity policy to discuss policies and implications of academic misconduct
- Advise Online Student Advisory Council and implement programming ideas from student feedback
- Co-advises Online Business Student Association
- Create and distribute bi-weekly online student e-newsletter
- Develop programs that facilitate online student engagement

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**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**

- Evidence of a Master's degree in related field
- Experience working with students in a higher education/university environment (3 years)
- Experience with creative or innovative thought as it relates to curriculum and program development
- Experience facilitating courses and/or presenting to large groups
- Experience using Blackboard and Peoplesoft or similar technology
- Experience in coordinating events, program management and using assessments to measure the effectiveness of programs and services
- Demonstrated knowledge of student development and leadership theories
- Experience in maintaining attention to detail while prioritizing multiple tasks in a fast-paced, service-focused, team based environment
- Evidence of effective verbal and written communication skills
- Experience in working in both small and large group settings
- Evidence of managing tasks and balancing priorities; taking initiative and contributing new ideas and innovation

**Working Environment**

- Communicate in writing, verbally, and visually to develop materials in various media and provide reports in various formats (electronic, hard-copy, etc), in addition to coordinating and presenting information to groups of varied size and composition
- Work with students, staff, faculty and university administrators in a higher education/university atmosphere, both one-on-one and in group/class settings, in-person and via phone and e-mail
- Lift/transport approximately 30 pounds of promotional/marketing materials
- Travel - While based on the Tempe campus, individual must be willing and able to travel to multiple campus locations in the Phoenix metropolitan area and to out-of-state events during any given week/weekend.
- Utilize computer, phone, and various office equipment (fax, copier, etc)
- Utilize various forms of technology to communicate with students and alumni/corporate partners (including video conferencing and social media)
- Work occasional extended hours, including evening and/or weekends, as needed

**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](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](http://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.

**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.

https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?jobId=2991686&PartnerId=25620&...
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.