Requisition ID 34251BR
ASU Job Title Instructional Specialist Sr
Job Title Analytics Instructional Specialist Sr
Campus/Location Campus: Tempe
Job Family Student Advancement
Department Name WPC Information Systems
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 Depends on experience
Close Date 07-August-2017
Job Description

The W. P. Carey School of Business Department of Information Systems is looking for two (2) energetic and self-motivated individuals who are service oriented, dependable, and display sound judgement. This position will provide instructional support and perform various teaching related duties within our master of science in business analytics program. Incumbents work with faculty, staff and students on a variety of teaching-related tasks. This position requires strong attention to detail, ability to work in a fast paced environment, and ability to complete tasks according to established policies and procedures.

Essential Duties

- Serves as the professional teaching assistant within information systems and business analytics masters courses with duties including but not limited to:
  - Assist faculty members with classroom instruction, exams, record keeping, and other miscellaneous projects.
  - Manage and grade homework assignments and quizzes
  - Tutor and mentor students.
  - Prepare presentations for lectures.
  - Deliver and assist with tutoring and hands-on exercise, and workshop sessions.
  - Proctor examinations.
  - Meet with students during office hours.
  - Facilitate and assist during discussion sessions.
  - Create and write materials such as a hands-on exercises, tutorials, visual aids, answer keys, and supplementary notes.
  - Correspond with students on Blackboard and other inter-campus communication system.
  - Assists in teaching technical subject matters
  - Assists, organizes, promotes, coordinates and conducts specific programs with individuals.
  - Answers inquiries and provides information relating to completion of assignments, cases and projects.
  - Orients incoming students as required.
  - Participates in research of curriculum development, planning and implementation

Minimum Qualifications

Master's degree in a field appropriate to the area of assignment AND one year related laboratory experience; OR, Bachelor's degree in a field appropriate to the area of assignment AND three years laboratory or related experience; OR, Seven years of laboratory experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Evidence of a Masters degree in a related field
- Demonstrated knowledge of Supervised and Unsupervised Data Mining Methods.
- Experience using SQL
- Experience using Visualization Packages such as Tableau
- Experience using Statistical Packages such as R, SAS, SPSS, AzureML.
- Experience using Object Oriented Programming such as Java, C#, C++, Python (specific knowledge in Python preferred).
- Experience using Big Data Platforms such as Hadoop.
- Experience with linear and non-linear optimization models.
- Experience providing support to a large team.
- Evidence of effective customer service through both verbal and written communications.
- Experience in using proper grammar, spelling, punctuation, content delivery and sentence structure.
- Experience in using Microsoft office applications (Outlook, Word, Excel, Access, and PowerPoint).
- Experience establishing and maintaining effective working relationships with faculty, staff, student, community partners and other stakeholders.

Working Environment

- Activities are performed in an environmentally controlled office and classroom setting, and are 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.
- Communicates both verbally and in writing when performing essential functions.
- Uses standard office equipment such as computer workstation/laptop (keyboard, monitor and mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals.

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.
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.

**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 and cover letter 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.