Job posting summary

**Requisition ID**: 36162BR  
**ASU Job Title**: Coordinator  
**Job Title**: Coordinator, Student Development & Activities (Mentorship)  
**Campus/Location**: Campus: Tempe  
**Job Family**: Generic  
**Department Name**: WPC UPO HON Carey Academy  
**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**: 02-October-2017  
**Job Description**: The Undergraduate Programs Office in the W. P. Carey School of Business is hiring a Coordinator of Student Development and Activities focusing on the School’s Mentorship Programs. The W. P. Carey School provides mentorship opportunities to students to enhance their first year experience, increase retention, find appropriate leadership pathways, help students discover meaningful career opportunities and facilitate the development of strong networks of relationships both on and off campus. This position will work with all mentoring programs for the Undergraduate Programs Office, including Connectors, the peer-to-peer mentorship programs for first year students and Career Discovery, a career development mentorship programs between students and alumni and other professionals.

This coordinator will be responsible for the marketing, recruitment, training, and development of both students and professionals for this two-tiered (peer-to-peer and student-to-professional) mentorship experience. This position will develop, coordinate and manage activities, events and programs; utilize a specialized mentoring software platform to support mentorship connections; develop professional relationships within undergraduate and graduate programs; work with student leaders and alumni; and formulate and analyze assessment plans. The coordinator will also support signature Student Engagement programs such as Camp Carey, WPC 101, and other programs designed to retain and engage W. P. Carey undergraduate students.

This individual must be successful managing many details, taking initiative, juggling priorities, and demonstrating integrity.

**DAYS AND SCHEDULE**: 8:00 AM - 5:00 PM; M-F; some evenings and weekends as needed.

**Essential Duties**

- Management of student leadership group: Mentorship Programs Advisory Council (MPAC)
- Coordinates WOW (What’s on Wednesday’s) programming
- Recruits, trains, and maintains communication with student mentors, mentees and alumni and professionals
• Provides leadership, guidance and support to student mentors, student mentees, and alumni mentors
• Coordinates with staff across Undergraduate Programs, Graduate Programs and Corporate Relations Offices to ensure seamless service for mentorship programs
• Creates on-going training programs for mentees and mentors
• Works closely and collaboratively with a diverse student population to continue to develop the W. P. Carey student experience through programs and activities
• Partners with community and institutional stakeholders in developing educational and professional programs
• Supports engagement and business career activities aimed at student retention, engagement, career development and degree completion
• Represents the school and/or university at off-campus meetings and/or on various committees, organizations, or councils
• Conducts research and benchmarking as needed
• Completes other duties as assigned

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
• Evidence of a Master’s degree in related field
• Experience working with students in a higher education/university environment
• Experience in coordinating events, program management and using assessments to measure the effectiveness of programs and services
• Demonstrated knowledge of student development practices
• Experience using organization, detail-oriented skills 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
• Experience in contributing new ideas and innovation

Working Environment
• Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse; required 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

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 14,000 students pursuing undergraduate, masters, and PhD degrees. 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.

Within America’s largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is
uniquely your own.

"The W. P. Carey School of Business educates tomorrow's business leaders, takes an entrepreneurial approach to learning, and conducts groundbreaking research, in order to create positive change on a global scale."

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.

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 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.