Job posting preview

Requisition ID: 36570BR
ASU Job Title: Events/Admin Program Cdr
Job Title: Events/Admin Program Cdr
Campus/Location: Campus: Tempe
Job Family: Publicity & Promotion
Department Name: WPC GPO Dean
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: $34,560-$45,000/ Commensurate with education and experience
Close Date: 20-October-2017
Job Description:
The W. P. Carey School of Business, Career Services Office, is seeking an energetic and self-motivated individual to work within its Career Services team in providing support of career center events, engagement, environment and satisfaction of W. P. Carey students and employers. This position executes, manages, and provides high-level support for events and programs, as well as, workshops, information sessions, and career fairs. Responsibilities also include duties to support daily event operations.

Essential Duties:
- Plans and coordinates large and small-scale events for current students and employers.
- Provides on-site presence and support as needed during the event to ensure coordination of all aspects of the event including, but not limited to: service levels, contract negotiation, vendor selection, collateral materials, and registration to ensure delivery of successful and effective events; reviews and approves all final billings for payment.
- Collaborates with the Career Services staff for each event to ensure achievement of desired outcomes.
- Coordinates affiliation agreement process for internship credit.
- Maintains fiscal responsibility for event activities, including purchasing, reimbursements, payments, invoicing, expense reports, contracts, budgets, record-keeping, and purchasing cards reconciliations in a timely and efficient manner to ensure compliance with federal guidelines, and ASU policies and procedures.
- Plans, organizes, promotes, and evaluates employer visits and interview schedules.
- Works with employers to develop marketing strategies for enhancing the presence on campus, which includes, but not limited to: campus recruitment, job postings, internships, career fairs, class/organization presentations, and resume searches.
- Maintains, updates, and expands electronic employer database (GradLeaders/Handshake).
- Provides customer service to diverse populations.
- Works occasional extended hours, including evening and/or weekends, as needed.

Minimum Qualifications:
Bachelor's degree in Business or in a field pertinent to work AND one (1) year of directly related administrative experience; OR, Five years of directly related administrative experience; OR Any equivalent combination of experience and/or education form which comparable knowledge, skills, and abilities have been achieved.

Desired Qualifications:
- Experience working in higher education.
- Experience implementing detail-oriented projects as part of event plans.
- Experience planning and/or coordinating promotional and service related events.
- Experience working with a team and with internal/external constituents in both small and large group settings.
- Experience representing an area/department to an external university/corporate setting.
- Experience using assessment tools to measure effectiveness of programs and services.
- Experience of being organized and prioritizing multiple tasks in a fast-paced and service-focused environment.
- Experience working with established and fixed expenditures and budget.
- Evidence of solid verbal and written communication skills.
- Evidence of marketing/selling and customer service techniques.
- Experience using assessment tools to measure effectiveness of programs and services.

Working Environment:
Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse (75%); required to stand for varying lengths of time and walk moderate distances to perform work (10%). Frequent 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 Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.;

Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals.; Receives regular review of performance for achievement of established objectives.

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, master's, 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 VE/VRAA 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
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<tr>
<th>Employment Verification Statement</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tbody>
<tr>
<td>Background Check Statement</td>
<td>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.</td>
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<td>Instructions to Apply</td>
<td>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.</td>
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