Manager, Early Outreach and Summer Programs
39186BR

Job Description

The W. P. Carey School of Business Undergraduate Programs Office is seeking an energetic and self-motivated individual to work within its Undergraduate Admissions team. This coordinator will oversee efforts that develop awareness of business education and professional opportunities for younger student populations from local elementary schools, middle schools, high schools and community organizations. The coordinator will obtain and analyze data that will better inform and provide direction for early outreach efforts; develop, manage and deliver early outreach materials and programs to students, teachers, and counselors; participate in off-campus community events and activities that engage targeted populations; create and manage on-campus visit programs for targeted populations; supervise early outreach admissions coordinator position. The coordinator will manage summer business programs for high school students including the Fleischer Scholars Program and the Business Scholars Institute/ASU Academic Summer Camp. Responsibilities include marketing and promoting the programs, recruiting participants, mentors, interns and presenters, developing materials, arranging meeting and residential space requirements, and managing the activities during the week of the program(s). The coordinator will prepare program budget proposals and control expenditures in accordance with budget allocations and recommend equipment and resources for program. The coordinator will also assume general undergraduate admission responsibilities that include but are not limited to: delivering presentations to prospective students and families; accessing CRM database (Salesforce) to respond to inquiries and manage assigned campaigns; meeting with current and prospective students to discuss business degree programs, resources and opportunities; resolving problems and issues within the department and recommending measures to improve effectiveness and efficiency; facilitating a section of WPC 101, connecting W. P. Carey students to current resources and teaching basic business skills.
This is not a grant funded position and is not contingent on future grant funding.

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<th>Category</th>
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<td>$38,160 - $50,000; to commensurate with education and experience</td>
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**Close Date**

13-February-2018

**Essential Duties**

- Provides high quality customer service to current and prospective students and their families, faculty, staff, and University partners
- Plans and coordinates large and small scale events for diverse current, and prospective, students and other audiences, for the purpose of promoting the W. P. Carey School of Business, recruiting and retaining students
- Serves as part of larger undergraduate programs team, supporting school-wide functions and initiatives
- Collaborates with ASU Admissions Services in creating and delivering presentations for in and out-of-state recruitment events
- Creates and delivers presentations about the W. P. Carey School of Business to prospective students and their families, high schools, and community college faculty, as well as counselors and administrators
- Facilitates interaction between current and prospective students, faculty, and other university resources to articulate and convey the W. P. Carey student experience
- Serves as a liaison with students, faculty, staff, and outside/community agencies on ASU Admissions Services initiatives

**Minimum Qualifications**

Bachelor's degree in a field appropriate to the area of assignment AND four years administrative/coordinate program experience; OR, Master's degree in field appropriate to area of assignment AND two years administrative/coordinate program experience; OR, Eight years of progressively responsible administrative/coordinate program experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Evidence of Master's degree in business or a related field
- Experience in working with students in higher education/university level
- Experience in working with expenditures and budgeting
- Demonstrated knowledge of applying customer service techniques
- Experience in creating and presenting to groups or individuals
- Experience in planning events and/or project coordination
- Experience in using Microsoft Office Applications (Excel, Word, PowerPoint, Outlook)
- Experience in working effectively in a team setting and with internal/external constituents
- Experience in working in a recruiting and/or externally facing role in a university/corporate setting
• Experience in advising student clubs and organizations
• Experience in using assessment tools to measure effectiveness of programs and services
• Experience in staying organized while prioritizing multiple tasks in a fast-paced and service-focused environment
• Demonstrated knowledge of marketing/selling techniques
• Demonstrated knowledge of student development practices
• Evidence of effective verbal and written communication skills
• Experience in working in both small and large group settings
• Experience in work that requires being detail-oriented

Working Environment

• Communicate effectively, both 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
• Provide complex evaluations/assessments of marketing programs/metrics as well as interpret policies, procedures, and requirements of various admissions and marketing programs within the school
• Utilize computer software including email systems and databases
• Work with prospective students and/or their parents in a higher education/university atmosphere, both one-on-one and in group/class settings, in person and via phone and email
• Lift/transport up to 30 pounds of promotional/marketing materials
• Travel
• Utilize computer, phone, and various office equipment such as fax and copier
• Utilize various forms of technology to communicate with prospective students and/or their parents, including 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 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.