**Job posting preview**

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>36300BR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Coordinator</td>
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<tr>
<td>Job Title</td>
<td>Strategic Initiatives Coordinator</td>
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<tr>
<td>Campus/Location</td>
<td>Campus: Tempe</td>
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<tr>
<td>Job Family</td>
<td>Generic</td>
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<tr>
<td>Department Name</td>
<td>WPC UPO Administration</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>VP Code</td>
<td>EXEC VP/PROVOST</td>
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<tr>
<td>Scope of Search</td>
<td>Open</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Category</td>
<td>02</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$27,864 - $46,000; DOE or to commensurate with education and experience</td>
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<tr>
<td>Close Date</td>
<td>06-October-2017</td>
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<td>Job Description</td>
<td>The Coordinator position supports the start-up of new, innovative ventures within the WPC Undergraduate environment. Strategic Initiatives specifically serve as action programs focused on achieving measurable objectives that serve the school and its stakeholders. Current projects include: Corporate Applied Projects management, student development &amp; soft skill data collection, and a variety of academic courses including courses such as Global Innovation, Introduction to Business, Value Assessment for Entrepreneurs, and other academic credit and non-academic projects for students. The Coordinator will be a key contributor in the process of the ideation, research, design, development, and execution of multiple projects and programs. The ability to work and communicate with students, student groups, faculty, staff and the external business environment are key to success in this position. In addition the position requires the ability to persuasively present or teach to multiple audiences on a number of Strategic Initiative topics.</td>
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**DAYS AND SCHEDULE:** 8:00 AM to 5:00 PM; Monday-Friday; some evenings and weekends as needed.

**Essential Duties**

- Coordinates and conducts all administrative logistics and assignments for a variety of specific academic projects following established policies and procedures; ensuring consistency of operations and timely implementation
- Provides support for multiple course development projects
- Provides assistance and information in identifying, communicating, and implementing best practices throughout specific projects
- Assists with the implementation of expressed strategies and business service plans; short and long range operating objectives
- Coordinates, initiatives and oversees personnel management activities such as hiring, training, and evaluation of students specific to projects
- Works collaboratively with various university administration/staff in project development and delivery
• Assists in developing short and long-range operating objectives and organizational structure according to forecasted goals/objectives
• Troubleshoots and resolves problems and issues affecting programs/projects to address effectiveness, efficiencies and excellence in stakeholder satisfaction
• Assists with a variety of communications, social media, and email distribution

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
• Experience related to learning-based, student success programming in higher education
• Experience in supporting the management of varied learning and course development projects
• Experience in establishing, developing, and maintaining positive interpersonal work relationships related to educational programs and academic majors
• Experience in ensuring ABOR/ASU/W. P. Carey and multiple academic department policies and procedures are consistently maintained and applied
• Experience in internet-based communications emphasizing multiple social media formats
• Experience in working with Microsoft Office Applications (Excel, Word, PowerPoint, Outlook)
• Experience in using ASU - customized software systems such as My Reports, Salesforce, PeopleSoft, Kenexa Brass Ring, Concur, Curriculum Changemaker
• Evidence of effective verbal and written communication skills
• Evidence of an ability to manage multiple projects simultaneously under tight time lines working individually and in a team

Working Environment
• Cognitive ability to provide complex evaluations/assessments of students/programs, including interpretation of policies, procedures, and requirements of various degree/certification programs within the school
• Cognitive ability to communicate effectively, both in writing and verbally, to develop/update advisement materials in various formats (electronic, hard-copy, etc.) and to coordinate and present information to current and prospective students, parents, and visitors
• Must be able to:
  ◦ Work with students in a higher education/university level, both one-on-one and in group/class settings, in person, and via phone and email
  ◦ Travel
  ◦ Utilize computer, phone, and various office equipment (fax, copier, etc.)
  ◦ Utilize various forms of technology to communicate with students (including social media), including use of software and web-based programs to review/evaluate student information
  ◦ Work long 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](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 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.