

## Program Coordinator, Professional Learning (Job Number: 100656BR)

<b>Campus Location</b>	Tempe
<b>Full-Time/Part-Time</b>	Full-Time
<b>Grant Funded Position</b>	This is a not grant-funded position and is not contingent on future grant funding.
<b>Salary</b>	\$42,000 - \$58,000 per year; DOE
<b>Close Date</b>	May 1, 2024
<b>Job Description</b>	<p>Mary Lou Fulton Teachers College (MLFTC) at Arizona State University is seeking a highly organized and detail-oriented Program Coordinator who is committed to our mission and work in professional learning to join our team. The Program Coordinator will be responsible for planning, organizing, and overseeing the implementation of various professional learning programs in MLFTC. You will work closely with internal teams and external stakeholders to ensure the successful operation of professional learning programs. The ideal candidate will possess excellent communication skills, strong project management abilities, and a passion for making a difference in education.</p> <p><a href="#">Next Education Workforce</a>, professional learning at MLFTC brings people and ideas together to increase the capabilities of individual educators and improve the performance of education systems. MLFTC professional learning pursues this goal by:</p> <ol style="list-style-type: none"> <li>1. Creating <b>accessible and personalized paths</b> for more people to enter the education profession, specialize, and advance</li> <li>2. Providing all educators more ways to <b>develop and deepen content and pedagogical expertise</b> so they can work in teams (or individually) to deliver effective personalized learning to all students</li> <li>3. Developing educators who can <b>mobilize teams and make decisions that promote successful learning outcomes and rewarding teaching environments</b> that benefit both learners and educators</li> </ol>
<b>Essential Duties</b>	<p>Program Planning and Development:</p> <ul style="list-style-type: none"> <li>• Collaborate with the program team to develop program goals, objectives, and strategies</li> <li>• Conduct thorough research and analysis to identify program needs and target audiences</li> <li>• Assist in designing program structures, timelines, and budgets</li> <li>• Develop program materials, including guidelines and handbook resources</li> </ul> <p>Program Implementation and Management:</p> <ul style="list-style-type: none"> <li>• Coordinate program logistics, including scheduling courses and participant enrollment</li> <li>• Collaborate with internal teams and external partners to ensure program deliverables are met</li> <li>• Monitor program progress and make necessary adjustments to meet objectives and timelines</li> <li>• Act as a primary point of contact for program-related inquiries and provide timely and accurate information to stakeholders</li> </ul> <p>Stakeholder Engagement and Relationship Management:</p>

	<ul style="list-style-type: none"> <li>• Build and maintain positive relationships with program participants, partners, and other stakeholders</li> <li>• Collaborate with marketing and communication teams to promote programs through various channels</li> <li>• Conduct program evaluations and gather feedback from stakeholders to improve program effectiveness</li> </ul> <p>Reporting and Documentation:</p> <ul style="list-style-type: none"> <li>• Prepare regular progress reports, program summaries, and other relevant documentation</li> <li>• Maintain accurate records of program activities, expenses, and outcomes</li> </ul>
<b>Minimum Qualifications</b>	<p>Bachelor's degree in field appropriate to area of assignment AND two years administrative/coordinator program experience; OR, Six years of progressively responsible administrative/coordinator program experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.</p>
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience in program coordination or project management</li> <li>• Experience in work that requires organizational and multitasking skills, with the ability to manage multiple programs simultaneously</li> <li>• Evidence of effective interpersonal and communication skills</li> <li>• Ability to collaborate effectively with diverse stakeholders, including staff, volunteers, and community partners</li> <li>• Experience in project management software and tools is preferred.</li> <li>• Demonstrated knowledge of data collection and evaluation techniques is an advantage</li> <li>• Evidence of having a passion for the organization's mission and commitment to making a positive impact</li> </ul>
<b>Working Environment</b>	<ul style="list-style-type: none"> <li>• Duties are performed in an environmentally controlled office setting subject to extended periods of sitting, telephone communication, keyboarding and manipulating a computer mouse</li> <li>• Required to stand for varying lengths of time and walk moderate distances to perform work</li> <li>• Frequent bending, reaching, lifting, pushing and pulling up to 40 pounds</li> <li>• Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts</li> <li>• Ability to clearly communicate to perform essential functions</li> </ul> <p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p><b>Flexible work options</b></p> <ul style="list-style-type: none"> <li>• <b>Alternative work schedules</b> can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times.</li> <li>• <b>Hybrid work</b> is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required</li> </ul>

<b>Department Statement</b>	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 8,000 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU’s <a href="#">charter</a>, MLFTC is committed to advancing inclusive excellence in our curricula, programming and institutional relationships. The college’s core value of <a href="#">Principled Innovation</a> connects individual decision making to the pursuit of inclusive excellence.</p>
<b>ASU Statement</b>	<p>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 80,000 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.</p> <p>ASU is a tobacco-free university. For details visit <a href="https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco">https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</a></p> <p>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.</p> <p><b><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u></b>        In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at <a href="https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf">https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf</a>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <a href="https://cfo.asu.edu/az-resources">https://cfo.asu.edu/az-resources</a>.</p>
<b>Employment Verification</b>	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
<b>Fingerprint Check Statement</b>	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
<b>Instructions to Apply</b>	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.

[https://cfo.asu.edu/applicant\\_100656BR](https://cfo.asu.edu/applicant_100656BR)

---