# Business Operations Specialist

*(Job Number: 87104BR)*

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is a grant funded position and is contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>$42,000 - $48,000 per year; DOE</td>
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<tr>
<td>Close Date</td>
<td>January 9, 2023</td>
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## Job Description

Join our dynamic team at Arizona State University that supports the vision of the Mastercard Foundation to enable young people in Africa to access dignified and fulfilling work! The Mastercard Foundation provides comprehensive scholarships and holistic support to young people from across the African continent who are committed to giving back to their communities. The Business Operations Specialist will provide professional level support to the Mastercard Foundation grant programs including the Strengthen Institutional Linkages and the Baobab Digital Innovation Scholarship programs, assisting program coordinating, event planning, and coordinating the business operations functions in accordance with established goals, priorities, time limitations, funding limitations or other specifications. The Business Operations Specialist will be supervised by the Assistant Director to ensure overall program success.

## Essential Duties

- Monitors a variety of account expenditures, maintains and reconciles detailed budgets for various accounts, advises and/or determines which expenditures are within the budget guidelines; informs management of irregularities and proceeds with corrective action.
- Processes travel reimbursements, purchase of supplies, services, and equipment with use of pcard and other purchasing documents in accordance with established procurement and financial policies.
- Organizes and/or prepares departmental administrative and financial reports; analyzes, summarizes and interprets information; recommends action to be taken.
- Responds to audit requests and gathers documentation for payroll, pcards, and financial records. Also performs payroll and pcard reconciliations.
- Develops and facilitates events, workshops, meetings or conferences; coordinates logistics, scheduling and participant communications; development of brochures or other unique projects. Prioritizes and arranges meetings, conferences and appointments for unit administrator; makes necessary travel reservations and itineraries; determines and prepares background materials needed.

## Minimum Qualifications

Bachelor’s degree AND one (1) year or more previous experience in one or more of the following: advising, student recruitment/retention or related student services utilizing a proactive and innovative approach which results in demonstrated outcomes in retention, graduation, and academic planning; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
| Desired Qualifications | • Demonstrated knowledge of program coordination  
|                       | • Experience in organizing resources and establishing priorities  
|                       | • Demonstrated knowledge of management principles and practices  
|                       | • Experience working with individuals or organizations in a global context.  
|                       | • Experience in planning, organization and coordination of activities  
|                       | • Experience in establishing and maintaining effective working relationships  
|                       | • Evidence of effective communication skills, both verbal and written  
|                       | • Experience in the use of personal computer and related software applications  
|                       | • Experience in working independently  
|                       | • Demonstrated knowledge of ASU purchasing and accounting policies and procedures  
|                       | • Demonstrated knowledge of accounting and budgeting practices and principles  
|                       | • Experience in Microsoft Excel, ERA and Workday.  
|                       | • Experience in customer service standards, methods and practices  
| Working Environment | Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse (75%); frequently required to stand for varying lengths of time and walk moderate distances to perform work (25%). 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. Calculator, telephone, computer (monitor, keyboard and mouse), printer, fax and copier. This position receives regular review of objectives.  
| Department Statement | 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 7,600 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.  
| 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 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.  
| ASU Statement | ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco |
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.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

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 [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/az-resources](https://cfo.asu.edu/az-resources).

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<thead>
<tr>
<th>Employment Verification</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>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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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. #87104BR