Coordinator
43198BR
Campus: Tempe
Coordinator

Job Description

The School of Geographic Sciences and Urban Planning (SGSUP) is on the forefront of geospatial research and applications. It houses the Spatial Analysis Research Center (SPARC), has four geospatial degree programs, two certificate programs and over two dozen faculty and researchers actively engaged in geospatial work. The School of Geographic Sciences and Urban Planning (SGSUP) is looking for a person who can assist the Director of the School with a focus on geospatial programs. We need someone who is able to help convey the cutting-edge geospatial work done with The School of Geographic Sciences and Urban Planning (SGSUP) and support the Director’s needs.

Job Family
Generic

Department Name
School of Geog Sci & Urban Pln

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.

Salary Range
$31,185 - $56,960 per year; DOE

Close Date
27-July-2018

Category
02

Essential Duties

Supports Director of the School of Geographic Sciences and Urban Planning (SGSUP) in variety of ways with a focus on Geographic Information Science (GIS) outreach and communication work. Helps develop GIS specific content in written format and via presentations for community partners, curriculum development, and funding opportunities. Collaborates with faculty in promoting SGSUP and its GIS activities to others, including the translation of research
into a form easily understood by non-academics. Interacts and maintains liaison with students, faculty, staff and outside/community agencies in facilitating program objectives. Develops and facilitates workshops, meetings, conferences, or other events with high impact on program and/or participants; coordinates logistics, scheduling and participant communications. Performs tasks related to specific function/program assigned, such development of brochures or other unique projects. Maintains direct contact with personnel of various outside organizations and university departments associated with scheduled function/program. Serves as a representative to ensure all aspects of function/program are implemented and controlled according to plans. Assists with the maintenance, organization and coordination of ongoing projects. Perform other administrative duties as assigned.

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 in marketing and communication
- Experience in writing and translating research and curriculum to a broad audience
- Evidence of supporting grant writing and development activities
- Experience in adobe Photoshop

Working Environment

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds. 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.

Department Statement

The School of Geographical Sciences and Urban Planning (SGSUP) is a major participant in the instructional and research activities of Arizona State University. A staff team of 11 support 33 tenure/tenure-track faculty including three members of the National Academy of Sciences, approximately 800 undergraduate majors and 200 graduate students. The school offers undergraduate degrees in Geography, Planning and Geographical Information Sciences. At the graduate level we offer MA and PhD programs in Geography, a PhD in Urban Planning, a Masters in Urban and Environmental Planning and a Master of Advanced Studies in Geographical Information Systems (MAS-GIS) as well as certificate programs in GIS and transportation. Complete school and program information is available at http://geoplan.asu.edu/
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.

Fingerprint Check Statement
This position is considered safety/security sensitive and will include a fingerprint check.
Employment is contingent upon successful passing of the fingerprint check.

Instructions to Apply
To apply: Go to https://cfo.asu.edu/applicant, choose 'External staff' and search for requisition #43198BR.

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.

Please submit a compelling letter of interest explaining why this is the right position for you at this time and why your professional experience will add value to SGSUP.
Please also include a detailed resume that clearly illustrates prior knowledge, skills and experience that meets minimum and desired qualifications. Please also provide full contact information for three professional references. **Provide examples of writing and presentations.**

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. Only electronic applications are accepted for this position.