Job Posting Preview

Program Coordinator Sr
42598BR
Campus: Tempe
Program Coordinator Sr

Job Description

The Master’s in Urban and Environmental Planning (MUEP) is a flagship program for the School of Geographical Sciences and Urban Planning (SGSUP) at Arizona State University (ASU). Through the MUEP program we are training a new generation of planners and connecting with and contributing to the betterment of our communities. The MUEP coordinator is essential to program success. It is the coordinator’s responsibility to support the faculty program director in ensuring program success through efficient day-to-day operations of the program, by being a point person for student career advising and concerns and by being one of the program’s primary champions within and beyond the school. Supported by the program director as well as the manager of graduate programs, the coordinator is the primary link between SGSUP and MUEP students.

We seek a high-performing, positive, service-oriented individual with excellent attention to detail to work with our diverse graduate students; an ideal candidate will enjoy the opportunity to think proactively and creatively to improve processes and functions within the MUEP and work well under pressure and without constant oversight. A strong candidate will also be comfortable and adept at providing non-trivial administrative support to the program director. The ideal candidate will demonstrate initiative and independent judgment in both routine and non-routine situations. This position reports to the SGSUP manager of graduate programs.

Job Family
Business Operations

Department Name
School of Geog Sci & Urban Pln

Full-Time/Part-Time
Part-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
$28,620 - $41,000 per year; DOE

Close Date
21-June-2018

Category
Essential Duties

- Coordinate the provision of support to students in the MUEP program from initial inquiries to graduation including communication of policies and processes pertinent to timely progress.
- Support program director and MUEP committee with admissions process including development of selection criteria and evaluation processes.
- Advise students on curriculum issues, applied project, theses, capstone projects, electives, internships and careers.
- Assist program director and faculty with coordination of areas of focus within the MUEP.
- Serve as liaison to professional planning community including Arizona chapter of the APA and Planning Accreditation Board and local planning companies and organizations.
- Work with SGSUP and college marketing and communications staff to develop and implement student recruitment plan.
- Build relationships to increase the number and diversity of internship, capstone and career opportunities available to MUEP students and graduates.
- Coordinate and/or assist with MUEP events including community-building efforts, orientation, graduation, workshops, and professional development/networking opportunities.
- Provide regular and ad-hoc reports to program director and School director.
- Coordinate with academic advisors working with accelerated bachelor's/master's programs.
- Support program and school accreditation activities including reporting, data analysis, and alumni surveys.
- Staff the MUEP committee including agenda preparation, minute-taking and distribution, and appropriate follow-up.
- Attend regular graduate support staff meetings and represent the programs/school on various college, university and professional committees.
- Perform other duties as assigned.

Days and Schedule: Part-time 30 hours per week

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 a Master’s Degree in urban planning or related field
• Experience working in the professional planning field
• Experience working in higher education
• Experience in using Microsoft Office
• Experience in using Google Drive and other collaborative platforms for scheduling, document sharing, maintaining spreadsheets and forms, etc
• Experience in coordinating and prioritizing work and activities of self and others
• Experience in establishing and maintaining effective working relationships
• Experience in organizing processes and projects
• Evidence of effective effective verbal and written communication skills
• Experience in work that requires attention to detail and organization

Working Environment

• Use office equipment including a personal computer
• Sit or stand for extended periods of time and walk moderate distances to perform work
• Communicate orally and in writing to perform essential functions
• Read/interpret written and oral instructions/directions
• Lift up to 30 pounds.

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 ten supports 33 tenure/tenure-track faculty including four members of the National Academy of Sciences, approximately 1,000 undergraduate majors (split between campus and online) and 200 graduate students studying in one of five graduate degree programs (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) as well as graduate certificate programs in GIS and transportation. SGSUP has grown quickly in the past year, especially via online enrollment, and more new programs are due to launch on-campus and online in the next two years. More complete school and program information can be found 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.

**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.

Submit a compelling letter of interest citing why you would like to work in a University setting, how your professional experience will add value to SGSUP’s MUEP program and why you are an ideal candidate, along with 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.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.