

Job Posting Preview

Program Coordinator Sr

73674BR

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 & Urban Planning (SGSUP) at Arizona State University (ASU) accredited by the Planning Accreditation Board. The mission of the MUEP program is to improve public wellbeing by providing the knowledge and tools needed by professional planners to shape places that are responsive to climate change and promote the health and prosperity of diverse communities. The MUEP Program Coordinator helps to achieve this mission by supporting MUEP students' professional development, assisting the MUEP Program Director and SGSUP Graduate Programs Manager in efficient day-to-day operations of the program, and being a champion of the program within the planning professional community.

We seek a high-performing, positive, service-oriented individual with excellent attention to detail to work with our diverse MUEP students; an ideal candidate will enjoy the opportunity to think proactively and creatively to improve processes and functions within the MUEP and between the MUEP and the professional planning community 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 MUEP Program Director and SGSUP Graduate Programs Manager. 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

\$20.46 - \$28.41 per hour; DOE

Close Date

10-December-2021-Extended

Category

02

Essential Duties

- Advise and mentor students on professional development, including internships and careers, networking, and applied projects.
- Serve as liaison to professional planning community, including the Arizona chapter of the American Planning Association, the Planning Accreditation Board, and local planning organizations.
- Build and maintain relationships with planning professionals and alumni to increase the number and diversity of internship, capstone and career opportunities available to MUEP students and graduates.
- Develop, coordinate, and assist with MUEP events, including professional development workshops and networking opportunities, career fairs, community-building activities, orientation, and graduation.
- Provide regular and ad-hoc reports to the MUEP Program Director and SGSUP Graduate Programs Manager.
- Staff the MUEP faculty meetings, including assisting with agenda preparation, minute-taking and distribution, and appropriate follow-up.
- Attend regular graduate support staff meetings and represent the MUEP program through various planning professional events and committees.
- Assist the SGSUP Graduate Programs Manager with data collection, reporting, and analysis to support accreditation and MUEP student engagement.
- Other duties as assigned.

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
- Experience in writing and communicating professionally
- 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 lbs.

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 100,000 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.

COVID-19 Vaccination Requirements - Under the recent executive order issued by President Biden requiring all employees of federal contractors to receive COVID-19 vaccinations, ASU expects all employees, including new hires, to be vaccinated unless they have an approved medical or religious accommodation. Proof of vaccination will be required by January 4, 2022. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion's <https://cfo.asu.edu/DEI> and see "Workplace accommodations".

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 receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, 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>. 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>.

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.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

Close preview