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Program Coordinator, Indian Legal Program

55558BR

Campus: Downtown Phoenix

Program Coordinator

Job Description

The Sandra Day O'Connor College of Law seeks a dynamic, self-starter for the position of Program Coordinator. The successful candidate will provide administrative support and assist with program development to the Indian Legal Program (ILP) which includes the Indian Legal Clinic (ILC) and faculty support.

Job Family

Business Operations

Department Name

College Of Law

Full-Time/Part-Time

Full-Time

VP Code

VP/EXEC VICE PROV DPC

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$32,663 - \$42,000 per year; DOE

Close Date

23-September-2019

Category

02

Essential Duties

The successful candidate will be responsible for and have duties in the following areas:

- Coordinate events and conferences for the ILP and ILC including registration, venue, food and guest speaker travel arrangements.
- Train and supervise student workers for the ILP and ILC.
- Coordinate information for the ILP monthly newsletter in Salesforce and event advertising campaign, including creative planning, compiling and editing content.
- Monitor and update promotional and digital communication material via program's website, blog and social media platforms to enhance marketing efforts.
- Assist ILP Executive Director and Faculty Director with various projects.
- Prepare classroom materials, notes, course descriptions, examinations, best/model answers, grade sheets, and posting of Canvas notices and assignments for both ILP and program.
- Assist with research and maintenance of databases for both ILP and ILC programs.
- Support calendar and scheduling for ILP Executive Director, faculty/committee members of ILP.
- Prepare/generate correspondence, manuscripts, routine letters and memos.
- Arrange necessary and extensive travel reservations and itineraries; anticipate and prepare background material as needed; complete travel documentation process including entering trips into the Concur Travel System and the College of Law travel approval site to seek reimbursement for traveler.
- Assist in monitoring the ILP budget and paying bills.
- Interact and serve as liaison with students; faculty, staff and outside community agencies.
- Open and review incoming mail and respond to routine inquiries.
- Prepare special/recurring reports containing sensitive information.
- Physical presence at the workplace is an essential function/requirement of this position.
- Other duties as assigned that support the goals of the department, College of Law and ASU.

Minimum Qualifications

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.

Desired Qualifications

- Demonstrated knowledge of standard office policies and practices
- Experience in a higher education environment a plus
- Experience in multitasking in a fast paced team environment
- Experience in working with diverse populations
- Experience working with confidential information or files
- Experience in making travel arrangements and reimbursements – knowledge of

Concur Travel System a plus

- Experience in work that requires organization and attention to detail
- Experience in working for/with multi-reporting structure
- Experience in using Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and internet research
- Experience with proper grammar usage, spelling, composition, punctuation and proofreading
- Evidence of effective written and verbal communications skills

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. Use standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor and mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals.

Department Statement

The Sandra Day O'Connor College of Law at Arizona State University is one of the country's preeminent law schools. Ranked No. 27 nationally by U.S. News & World Report, ASU Law is a leading provider of comprehensive and personalized legal education. The law school ranks Top 20 in the nation for job placement and No. 1 in the state for student outcomes. Located in a new, state-of-the-art building in downtown Phoenix, ASU Law is steps away from the legal, political, and economic heart of Arizona. For more information, visit law.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.

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.

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