

**MUEP Program Coordinator, Senior – Job 30701BR**

**College/Division:** College of Liberal Arts and Sciences; School of Geographical Sciences & Urban Planning

**Scope of Search:** Open

**Grant Funded Position:** This is not a grant funded position and is not contingent on future grant funding.

**Part-time – 30hrs per week (0.75 FTE)**

**Posted Rate of Pay:** \$30,000 to \$41,000 for 0.75FTE

**Deadline for applications:** 3:00pm Arizona time on Friday, April 14<sup>th</sup>.

**How to apply:** Visit ASU's employment website [here](#) and follow all application directions

**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). 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 a new role that 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 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 other appropriate SGSUP staff, 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 MUEP Program Director. Posted rate of pay is based on the 30-hour per week schedule.

**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:**

Master's Degree in urban planning or related field  
Experience working in the professional planning field

**Essential Duties:**

- \* Coordinate the provision of support to students in the MUEP program from initial inquiries to graduation including communication of all policies and processes pertinent to timely progress.
- \* Support program director and MUEP committee with admissions process including development of selection criteria and evaluation processes.

- \* Serve as liaison to professional planning community including Arizona chapter of the APA and Planning Accreditation Board and local planning companies and organizations.
  - \* Build relationships to increase the number and diversity of internship, capstone and career opportunities available to MUEP students and graduates.
  - \* 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.
  - \* Provide guidance in navigating administrative systems including iPOS, travel grants, reimbursement requests, etc.
  - \* Responsible for understanding and clearly communicating degree requirements, opportunities, and deadlines to faculty program director and students.
  - \* Responsible for oversight of processing of applications and maintenance of student records using internal and external systems (e.g. Graduate Application Review system, Excel spreadsheets, and PeopleSoft).
  - \* Organize activities for incoming graduate students each fall term including: orientation, boot camp, and in collaboration with business/HR staff assist students with required tasks/paperwork such as hiring packets, SPEAK Test (for international students).
  - \* Coordinate and/or assist with MUEP events including community-building efforts, graduation, boot camps and professional development/networking opportunities.
  - \* Work closely with the graduate and undergraduate associate directors on MUEP student TA assignments and annual evaluations. Provide Business Office with the list of TA and RA assignments in a timely manner.
  - \* Staff the MUEP committee including agenda preparation, minute-taking and distribution, and appropriate follow-up.
  - \* Work directly with members of the Graduate Education office to ensure accurate interpretation and enforcement of program and university policies and procedures.
  - \* Attends regular graduate support staff meetings and represents the programs/school on various college, university and professional committees
  - \* Responsible for ensuring accuracy of program information in ASU Catalog and SGSUP webpages.
  - \* Coordinate with undergraduate advisors working with accelerated bachelor's/master's programs
  - \* Work with SGSUP and college marketing and communications staff to increase awareness of the MUEP.
- Support program and school accreditation activities  
Other duties as assigned.

**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.

**SGSUP Information:**

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 Information:**

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](http://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.

**Specific Application Direction:**

To apply please visit [ASU's employment job page](#) and 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. **Deadline for applications to be received is 3:00pm Arizona time on Friday, April 14<sup>th</sup>.**