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Education Programs Manager

55683BR

Campus: Tempe
Manager

Job Description

The Virginia G. Piper Center for Creative Writing is looking to fill the Education Programs Manager position. This Manager position will oversee university staff and student workers. Ensuring that events and programs are planned and managed in alignment with the Piper Center mission and goals. Working closely with the Assistant Director to focus on development and implementation of management and operations strategies.

In addition to the supervising of employees and their programs the Education Programs Manager is responsible for the Piper Writers Studio and educational programming at the Piper Center.

Job Family

Generic

Department Name

Piper Center

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

\$45,500 - \$54,000 per year; DOE

Close Date

25-October-2019

Category

03

Essential Duties

- Oversight and day-to-day operations of Piper Center programs including Piper Writers Studio, Desert Nights Rising Stars Writers Conference, Distinguished Visiting Writers Series, international residency programming and fellowships, and community outreach
- Manages the growth of programs and development of new programs
- Direct coordination of the Piper Writers Studio, noncredit professional development workshops and courses, where responsibilities include programming, selection of facilitators, contracts, program communication, course implementation and evaluation
- Works with noncredit online curriculum in development, management and implementation of online programming
- Oversight of the Creative Writing Mentoring Program, which pairs MFA Creative Writing students with Undergraduate Creative Writing concentration students for a one-year program
- Coordination of portions of the Desert Nights Rising Stars Writers Conference
- Oversees and manages program budgets; authorizes purchases and prepares periodic and annual financial reports and budget requests
- Supervises, trains and evaluates assigned staff
- Monitors work in progress and upon completion
- Reviews job performance in conjunction with established unit, department and university goals and objectives
- Recommends and monitors compliance with department policies and procedures
- Implements corrective action as required
- Communicates with other department and university administrators; resolves or assists with the resolution of sensitive issues
- Event and conference staffing which includes evening and weekend hours
- Acts as liaison with the community, students, faculty, and staff in facilitating university programs
- Serves as a representative of the University at state, regional and national organizations, boards, councils and committees as assigned
- All other duties as assigned

Minimum Qualifications

Bachelor's degree in a field appropriate to the area of assignment AND five (5) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Nine (9) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Evidence of a Master's degree in a related field such as MFA in Creative Writing, MA in English Literature, and/or MA in Non-Profit Arts Management
- Experience performing basic functions such as entering course text and images or quiz questions in a learning management system, preferably Canvas (1 year)
- Direct program management experience (2 year)
- Supervising experience (3 year)
- Experience in revenue-generating program management.
- Experience in noncredit, professional development programming
- Higher education experience working directly with undergraduate and/or graduate students
- Experience working in creative writing and the literary field
- Experience in large-scale event planning
- Experience in curriculum development

Working Environment

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse. Regular use of phone, computer, printer, and other office equipment, out of office and on campus events as needed.

Department Statement

The Virginia G. Piper Center for Creative Writing is the artistic and intellectual heart of a vibrant, multinational, and culturally diverse world of writers. The Center is dedicated to serving our writing communities, both local and global, by offering exceptional literary programs and resources.

The center aspires to:

Build connections among readers, writers, and others across multiple disciplines and fields of interest

Offer a variety of educational opportunities to support writers in every stage of their development

Foster a thriving creative and literary community, and transform the Valley's cultural environment

Become the driving force of a dynamic and entrepreneurial creative environment that will enrich Arizona and the entire Southwest

Encourage cultural and artistic exchanges with international communities

Promote the value that art is integral to all of our lives, and make it accessible both within and beyond our community of writers

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 80,000 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.

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/relocation-services>.

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

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.

Apply to job

Save