Program Manager - Tempe, AZ

indeed.com/m/viewjob

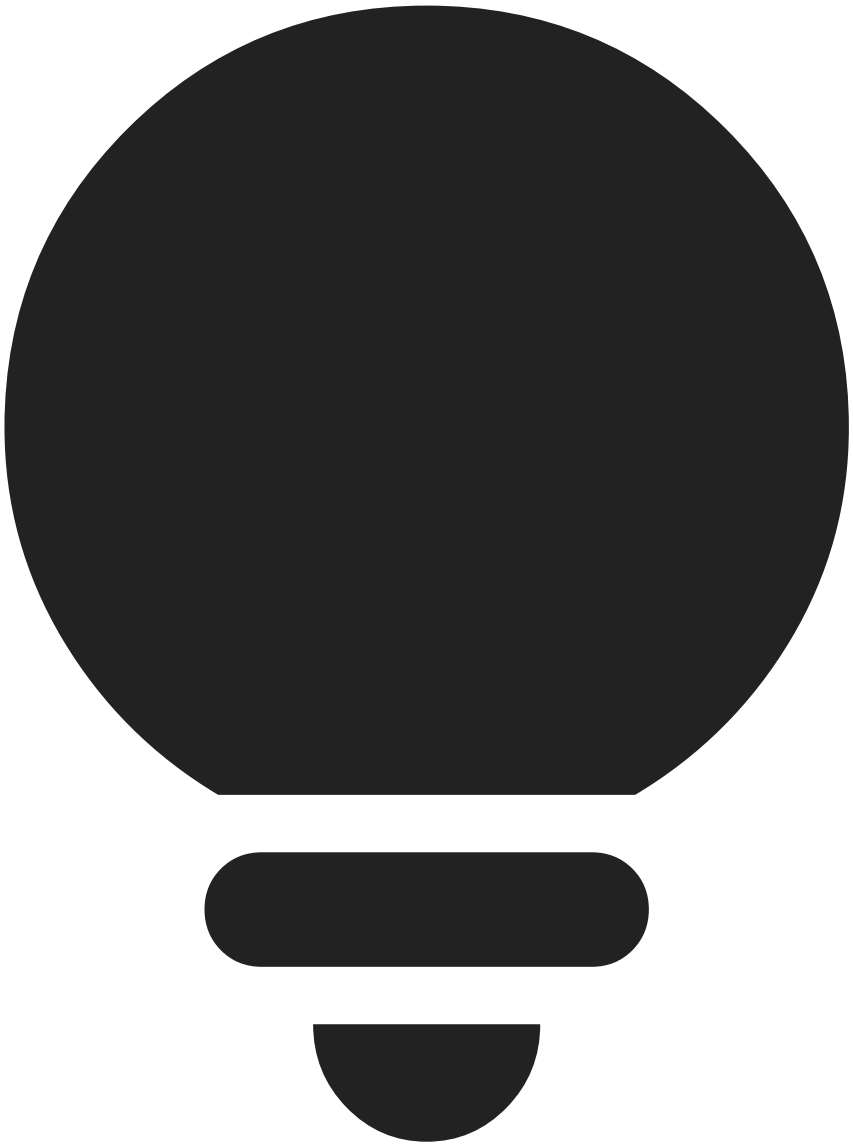


$78,000 a year

indeed

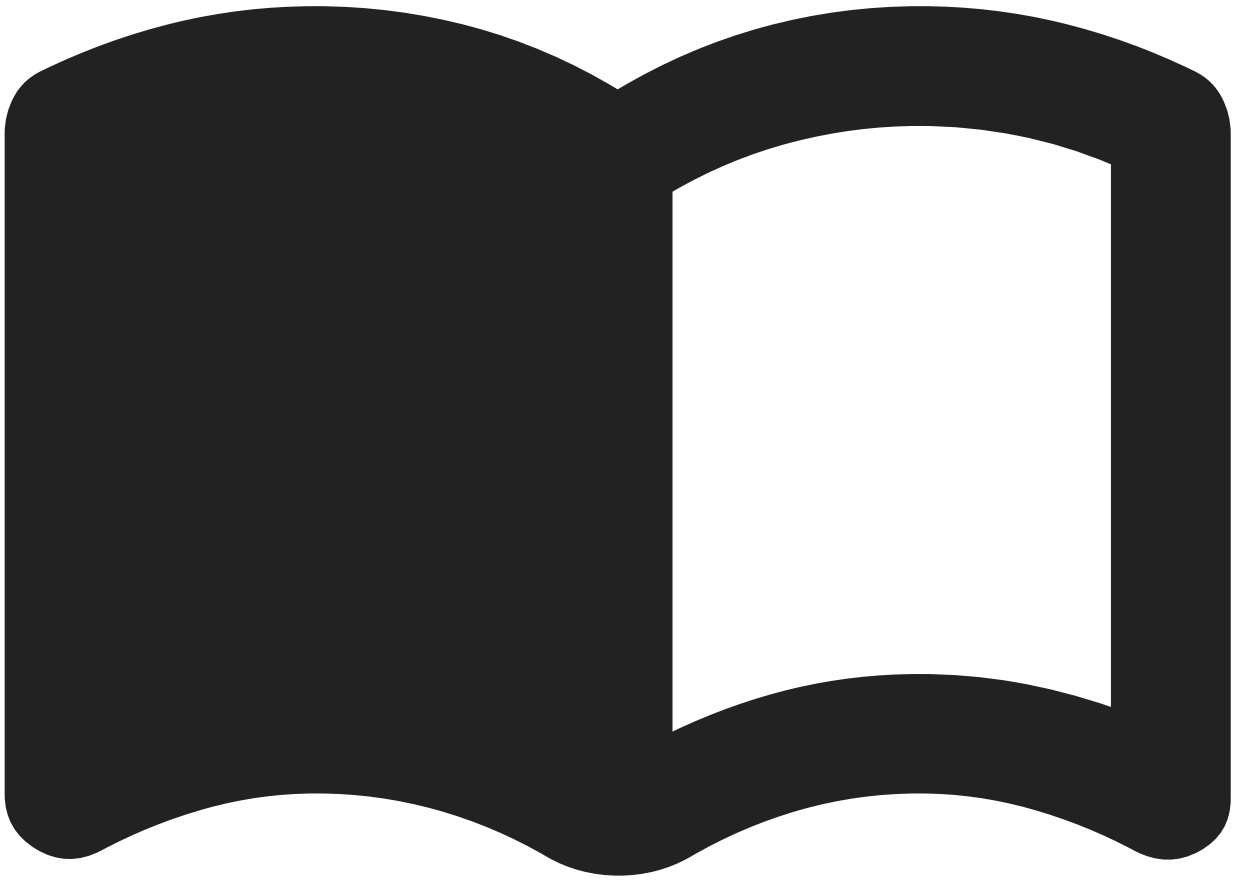
Profile insights

Find out how your skills align with the job description



Skills

Do you have experience in **Workshop facilitation**?



Education

Do you have a **Bachelor's degree**?



Languages

Do you know **English**?

Job Profile:

Administrative Operations Specialist 3
Job Family:

Administrative Operations

Time Type:

Full time
Max Pay – Depends on experience:

$78,000.00 USD Annual
Apply before 11:59 PM Arizona time the day before the posted End Date.

Minimum Qualifications:

Bachelor's degree and five (5) years of experience appropriate to the area of assignment/field; OR, Any equivalent combination of experience and/or training from which comparable knowledge, skills and abilities have been achieved.
Job Description:

The W. P. Carey School of Business is seeking a highly motivated and creative individual who can manage and complete multiple tasks and priorities for our Center for AI and Data Analytics (AIDA) for Business and Society (aka the Mindful AI Center) . This position will work closely and collaboratively with our AIDA Directors, faculty, staff, and corporate partners to plan, direct, organize, and execute center and program projects and initiatives.

Essential Duties:

- Develop, coordinate, and manage the AIDA Center’s program content, workshops, meetings, and conferences, including logistics, scheduling, and communications with target audiences.
- Identify and pursue funding opportunities and strategic partnerships; lead proposal development, Statements of Work (SoW), and associated legal and business frameworks (NDAs, contracts) to bring engagements to successful closure.
- Oversee day-to-day center operations, working closely with key stakeholders to ensure smooth and effective program execution.
- Collect, analyze, and report program data to inform decision-making and maximize outcomes.
- Lead outreach and relationship-building efforts with industry, government, and community partners to expand center membership and create research and experiential learning opportunities.
- Design and facilitate trainings and workshops that advance the Center's AI initiatives for industry partners, students, staff, and faculty.

- Maintain and manage partner agreements, contracts, and MOUs to formalize project goals and ensure mutually beneficial outcomes.
- Serve as the primary point of contact for inquiries regarding program participation and status.
- Prepare proposals and documentation for continued funding and act as the liaison with current funding sources.
- Produce and maintain comprehensive status reports, including milestones, deliverables, outreach activities, and program progress.
- Foster effective working relationships with center staff, faculty, and external partners essential to program success.
- Proactively identify and implement solutions that improve project operations, efficiency, and outcomes.
- Apply deep understanding of program purpose and scope to guide decision-making and assess risks.

Knowledge, Skills and Abilities:

Ability to develop proposals for external funding of projects. Skill in planning, budgeting, implementing and evaluating projects. Knowledge of processes to conduct needs assessments. Skill in designing training materials and presentations to meet needs assessed. Ability to implement training, session reviews, and follow-up procedures. Knowledge of processes for dissemination of results through presentations, reports, and publications. Skill in both verbal and written communication. Skill in establishing and maintaining effective working relationships and establishing and facilitating work teams.

Working Environment:

Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking. Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate verbally in English, read, write, see and hear to perform essential duties. Deliver presentations. Exercises judgment within broadly defined practices & policies in selecting methods, techniques & evaluation criteria for obtaining results. Regular managerial review of results and objectives. Use of software and computer equipment (monitor, keyboard, mouse) for extended periods of time. Travel to host events.

Desired Qualifications:

- Experience with analytics and AI projects and or curriculum

- Experience engaging with corporate partners and industry leaders
- Experience planning and implementing new initiatives.
- Experience in implementing programs
- Experience creating proposals or program content
- Experience working in a higher education environment.
- Experience working in an innovative and entrepreneurial context.
- Experience in Microsoft Office and Adobe software.

Department Statement:

The W. P. Carey School of Business at Arizona State University is the largest business school in the United States with more than 23,000 students and 120,000+ alumni worldwide. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year, the W. P. Carey School welcomes Inclusive Excellence and encourages global thinking. The W. P. Carey School is internationally recognized for its leadership in business education, groundbreaking research and innovation, and renowned faculty, making us one of the top-ranked business schools in the country.

W. P. Carey prides itself on being a place “where business is personal.” Business is personal means that kindness, courtesy, and respect lead our actions. We care for each other and support one another. We’re proud of that commitment, and look forward to it shaping your experience at W. P. Carey. Learn more at wpcarey.asu.edu .

All we do at ASU is guided and inspired by the University Charter, which reads:

ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

The W. P. Carey School of Business continually strives to foster a welcoming environment.

Driving Requirement:

Driving is not required for this position.
Location:

Campus: Tempe
Funding:

No Federal Funding
Instructions to Apply:

Current Employees and Students should apply directly within Workday using the Jobs Hub. Use this link and log in using SSO:

https://www.myworkday.com/asu/d/inst/1$9925/9925$16129.htmld
To be considered, your application **must** include **all** of the following attachments:

- Cover letter
- Resume/CV

Note: Multiple documents can be submitted into the attachment box. Alternatively, merge all documents into one PDF for submission.

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. NOTE: GA and Intern positions are counted as .5 for job experience (ie. 1 year equals 6 months experience equivalency). Only electronic applications are accepted for this position.

Need help finding the right job?

We can recommend jobs specifically for you! Create a custom Job Alert by selecting criteria that suit your career interests.

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 inclusive excellence, 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 https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, 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.

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.