

Administrative Coordinator, Student Programs

The Administrative Coordinator supports the administration of key student access and attainment initiatives overseen by the Arizona Board of Regents (ABOR), including FAFSA & College Access Initiatives, the Western Interstate Commission for Higher Education (WICHE) Professional Student Exchange Program, the Arizona Promise Program, the Arizona Teachers Academy and other student programs. This position serves as a primary point of contact for students, families, and institutions, providing program information, maintaining records, and ensuring compliance with state and board policies.

Typical Duties:

- Support the coordination of day-to-day operations of student programs including WICHE PSEP, Arizona Promise, Arizona Teachers Academy, FAFSA & College Access Initiatives, and other student programs.
- Process applications, track awards and eligibility, and maintain accurate files and records.
- Implement and monitor compliance with state statutes, board policy, and program guidelines.
- Collaborate with communications to develop necessary content collateral for the various programs
- Assist with annual reporting and budget-related documentation as directed.
- Serve as a primary contact point for program constituents who needs assistance with questions.
- Assist with scheduling and meeting logistics.
- Support outreach events, workshops, or webinars as needed.
- Assist with compilation of program data, tracking of key metrics, and drafting reports or summaries for supervisors.
- Communicate regularly with university and community college staff to facilitate smooth program processes.

Knowledge, Skills and Abilities:

The successful candidate will demonstrate:

- Working knowledge of program compliance, reporting requirements, and student service practices.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills with a customer service orientation.
- Ability to handle multiple projects and deadlines in a fast-paced environment.
- Proficiency with office software, databases, and spreadsheets.
- Ability to exercise discretion in handling sensitive student and program information.

Minimum Qualifications:

Education

- Bachelor's degree in business administration, public administration, education, or related field preferred. Equivalent combination of education and experience may be considered.

Experience

- Minimum of 2–4 years of experience in program coordination, administrative support, or student services.

Salary and Benefits:

- Salary range \$51,500 - \$64,400 - \$77,300
- The anticipated hiring range is \$51,500 to \$64,400 based on experience and qualifications.
- This is a full-time position with health and dental benefits. This position will be enrolled in either the Arizona State Retirement System or the ORP. Tuition reduction benefits to Arizona public universities are available to employees and their dependents. For a full list of available benefits, click [here](#).
- This position will be working in person at the board office Monday through Friday and may be eligible for a partial remote work schedule, subject to the needs of the office

How to Apply:

Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.