



Assistant Director, College Readiness Outreach

The Arizona Board of Regents (ABOR) is seeking an Assistant Director, College Readiness Outreach to coordinate and develop programs and resources to enhance college access and attainment efforts.

This role involves collaboration with counselors, educators, postsecondary institutions, and college access professionals to strengthen initiatives such as the Arizona FAFSA Challenge, College Application Campaign, and Arizona Decision Day.

Typical Duties:

- Develop and coordinate programming and resources for the Arizona FAFSA Challenge, College Application Campaign, and Arizona Decision Day.
- Create comprehensive college access and FAFSA training materials for students, families, and educators.
- Organize and conduct FAFSA and college application trainings through webinars, conferences, professional development events, and other platforms.
- Work with counselors, educators, postsecondary institutions, and college access professionals to enhance FAFSA completion initiatives and overall college access efforts.
- Build and maintain partnerships with community organizations, schools, and other stakeholders to promote FAFSA, college readiness, and attainment.
- Provide support and guidance to Local Education Agencies (LEAs) and college access partners with Arizona College Connect.
- Manage the FAFSA peer coach program, including overseeing school partner communications, hosting trainings, coordinating program activities, data collection and reporting, and providing strategic outreach and support services.
- Monitor and evaluate the effectiveness of college readiness programs, making data-driven recommendations for improvements in FAFSA outreach and support strategies.
- Maintain and manage virtual appointments in Calendly, including pulling reports to analyze data and coordinating volunteers.

- Assist with developing and refining college attainment initiatives to ensure students successfully transition to and complete their college education.
- Support the implementation and development of board attainment and FAFSA initiatives.
- Stay current with trends and best practices in college access, financial aid, and attainment to ensure the delivery of high-quality services and resources.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

The successful candidate will demonstrate:

- Working knowledge of postsecondary planning strategies, including ECAP, CCRI, Dual Enrollment, AP Courses, ACT, FAFSA, university admissions, and college applications.
- Knowledge of data collection and assessment strategies.
- Strong organizational, communication, time management, and problem-solving skills.
- Proficiency in Office 365, Outlook, Word, Excel, PowerPoint, and Calendly. Ability to accurately evaluate quantitative and qualitative data and translate results into actionable plans.
- Ability to work independently and collaboratively within a team, build effective relationships, and manage multiple projects simultaneously with efficiency and accuracy.
- Experience working in a team environment, collaborating with partners and stakeholders statewide.
- Willingness to travel throughout Arizona to support FAFSA and attainment initiatives.

Minimum Qualifications:

- Minimum qualifications include a bachelor’s degree in education, or a closely related field and 5-7 years of proven experience in higher education, program coordination, teaching, counseling, or a relevant position. An equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved will be considered.

Salary and Benefits:

- Salary Range: \$65,000 to \$75,000
- This is a full-time position with health and dental benefits. This position will be enrolled in the Arizona State Retirement System. 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.