



## Program Coordinator, College Access and Attainment Initiatives

The Arizona Board of Regents (ABOR) is seeking a Program Coordinator who will support the Director of FAFSA & College Access Initiatives in implementing statewide college access efforts, with a primary focus on coordinating and expanding the Arizona FAFSA Peer Coach Program. This position plays a key role in increasing FAFSA completion rates, strengthening college-going supports, and providing hands-on assistance to high schools across Arizona. The Program Coordinator will work closely with students, educators, community partners, and peer coaches to ensure high-quality program delivery and effective communication. This position also requires regular travel across Arizona, including occasional evening or weekend events and the ability to lift and transport materials for workshops and events.

### Typical Duties:

#### **Program Coordination & Support**

- Assist with the day-to-day management, and implementation of the Arizona FAFSA Peer Coach Program.
- Support recruitment, onboarding, training, and ongoing program development
- Maintain up-to-date program records, schedules, and communication materials.
- Help develop resources, toolkits, and outreach materials to support FAFSA and college application efforts statewide.
- Assist with Track program metrics, collect data, and prepare reports for internal and external stakeholders.
- Coordinates activities of program with inter-related activities of other programs, departments or staff to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications.
- Evaluates program effectiveness to develop improved methods; devises evaluation methodology and implements; analyzes results and recommends and/or takes appropriate action.

#### **High School Engagement & On-Site Support**

- Travel regularly to high schools throughout Arizona to support FAFSA completion workshops, college application workshops, and other college-going initiatives.
- Provide technical assistance to school staff, counselors, and peer coaches during school visits.
- Assist in planning and facilitating on-site and virtual events, trainings, and presentations related to FAFSA completion and college access.

#### **Stakeholder Communication & Collaboration**

- Serve as a point of contact for schools participating in the Arizona FAFSA Peer Coach Program.
- Build and maintain strong relationships with school staff, district partners, peer coaches, and community organizations.
- Assist in coordinating program meetings, webinars, and training sessions.
- Communicate program updates, deadlines, and resources to schools and partners in a timely, professional manner.

#### **Data, Reporting & Administrative Support**

- Support schools in tracking program milestones, workshop outcomes, and FAFSA/college application progress.
- Assist with data entry, documentation of school visits, and monitoring completion of key program activities.
- Prepare summary reports, presentations, and materials for partners, stakeholders, and leadership.
- Provide administrative support to the Director, including assistance with program initiatives, scheduling, communications, and coordination needs.

<b>Knowledge, Skills and Abilities:</b>	The successful candidate will demonstrate:
	<ul style="list-style-type: none"> <li>• Experience working in education, college access, youth development, or related programs preferred.</li> <li>• Strong organizational, communication, and project management skills.</li> <li>• Ability and willingness to travel frequently to high schools across the state (valid driver's license required).</li> <li>• Comfort with public speaking, workshop facilitation, and supporting students in completing the FAFSA and college applications.</li> <li>• Ability to work independently, manage multiple priorities, and collaborate in a team environment.</li> <li>• Commitment to increasing postsecondary access for Arizona students, especially first-generation and underserved populations.</li> <li>• Willingness to travel throughout Arizona to support FAFSA and attainment initiatives.</li> </ul>
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in field appropriate to area of assignment AND two (2) years administrative/coordinator program experience; OR, Six years of experience; OR Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.</li> <li>• Experience working in education, college access, youth development, or related programs preferred.</li> <li>• Strong organizational, communication, and project management skills.</li> <li>• Ability and willingness to travel frequently to high schools across the state (valid driver's license required).</li> <li>• Comfort with public speaking, workshop facilitation, and supporting students in completing the FAFSA and college applications.</li> <li>• Ability to work independently, manage multiple priorities, and collaborate in a team environment.</li> <li>• Commitment to increasing postsecondary access for Arizona students, especially first-generation and underserved populations.</li> </ul>
<b>Salary and Benefits:</b>	<ul style="list-style-type: none"> <li>• The anticipated hiring range is \$58,000 to \$77,500 based on experience and qualifications.</li> <li>• 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 <a href="#">here</a>.</li> <li>• 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</li> </ul>
<b>How to Apply:</b>	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: <a href="mailto:hr@azregents.edu">hr@azregents.edu</a> or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.