

## **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 efforts to increase FAFSA completion rates in Arizona, with a primary focus on coordinating the Arizona FAFSA Peer Coach Program. 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:**

- Respond to technical and program-related inquiries from school districts, postsecondary institutions, community partners, and the public regarding FAFSA & College Access Initiatives.
- Provide timely and professional customer service via email, phone, and virtual platforms, ensuring accurate information and positive stakeholder experiences.
- Support the management and tracking of school and district participation in statewide FAFSA & College Access Initiatives, including data entry, reporting, and follow-up communications.
- Assist with data collection and entry, documentation of school visits, and monitoring completion of key program activities, including but not limited to the FAFSA sporting event ticket incentive programs.
- Maintain and update program materials, user guides, communication templates and related materials to ensure consistent and accurate information sharing.
- Support database administration and troubleshoot user access issues within ABOR's college access platforms and data systems.
- Provide administrative support to the Director, including assistance with program initiatives, scheduling, communications, and coordination needs.
- Coordinates inter-related activities of other programs, departments or staff to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications.
- Supports the analysis and evaluation of program effectiveness to develop improved methods.
- 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.

### **Knowledge, Skills and Abilities:**

The successful candidate will demonstrate:

- Experience working in education, college access, youth development, or related programs preferred.
- Strong organizational, communication, and project management skills.
- Ability and willingness to travel frequently throughout Arizona (valid driver's license required).
- Comfort with public speaking, workshop facilitation, and supporting students in completing the FAFSA and college applications.
- Ability to work independently, manage multiple priorities, and collaborate in a team environment.

**Minimum****Qualifications:**

- 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.
- Experience working in education, college access, youth development, or related programs preferred.

**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](mailto: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.