



Program Coordinator for College Knowing & Going

Arizona College Access Network is seeking a Program Coordinator for the College Knowing & Going (CKG) Initiative. College Knowing & Going is a grant-funded initiative among 18 Arizona school districts, helping to build services that support a college-going culture for juniors and seniors in those schools. The initiative specifically highlights success among Hispanic and low-income students throughout the state.

The Program Coordinator will support CKG activities at Arizona school districts located throughout the Central Region. This position will meet with school and district leadership teams and determine ways to reinforce or augment their plans for helping juniors and seniors take steps toward postsecondary education. The ideal candidate will have exceptional listening skills and the ability to create connections to resources. The coordinator will evaluate school culture and integrate that culture into a schoolwide plan for postsecondary success. The goal is to facilitate creation of a schoolwide plan for each participating site. The Program Coordinator will report directly to the Director of Statewide Initiatives and the Arizona College Access Network.

Responsibilities:

- Meet with school & district leadership teams to learn what they have in place to support postsecondary planning for junior and senior years
- Map school activities and resources and determine strengths and gaps in programming
- Track, access and report data for each site, including Education and Career Action Plan (ECAP) completion, Free Application for Federal Student Aid (FAFSA) completion, ACT scores, and postsecondary enrollment; encourages and supports continuous improvement programs and processes, as appropriate
- Communicate and collaborate with school leadership teams to establish college readiness outcome measures of success
- Coordinates & delivers professional development for school leadership teams
- Works with faculty, staff, and community members to develop and implement formal and informal events and activities that enhance a college-going culture
- Source and connect community resources to schools, such as the Arizona Department of Education, Arizona Commission for Postsecondary Education, higher education institutions community organizations, businesses, and municipal leaders
- Engages in continuous learning through professional reflection and active collaboration with school leadership teams and colleagues

- Provides consistent emphasis on and support for post-secondary preparation and enrollment through student-centered events and activities
- Facilitates leadership teams at select high school sites
- Coordinates and oversees implementation of CKG, including reporting of data
- Provide effective leadership in the organization, supervision and evaluation of college readiness initiatives at school sites
- Keep well-informed on current educational research, best practices, trends, materials and processes in the area of college readiness
- Coordinate statewide activity with Northern and Southern Region Coordinators
- Perform other related duties as assigned

Qualifications:

- Bachelor's degree in Education or related field
- 2-3 years proven experience as a program coordinator or relevant position
- Working knowledge of postsecondary planning strategies, including ECAP, admissions testing, FAFSA, and application procedures
- Ability to work collaboratively
- Thorough knowledge of data collection
- Strong organizational and time management skills
- Good knowledge of Word, Excel, Power Point, and collaboration software
- Comfort level with quantitative and qualitative data
- Outstanding and responsive communication skills
- Problem solving skills and ability to make creative connections
- Ability to travel throughout Arizona and work independently

Personal Characteristics Desired:

- Must be an experienced professional who is highly regarded and respected for consistently making a difference in their organization
- Shows a steadfast commitment to participating as a member of a fully integrated team
- Maintains a professional appearance, exudes a positive outlook and is willing to accept challenges and changes
- Ability to work independently, as well as collaboratively, within a team, build effective relationships, and manage multiple projects simultaneously
- Ability to work occasional evenings and weekends to complete assignments and projects

Salary: Commensurate with experience

Job Status: Full-time, exempt, salaried position

To Apply: This position is open until filled. Please send resume and cover letter to Roxanne Dewyer-Murphy at rdewyer-murphy@collegesuccessarizona.org.

The Arizona College Access Network (AzCAN) is a community of college access professionals dedicated to postsecondary success for all Arizonans, especially low-income, first-generation students. Our vision is that every Arizona student has the knowledge and resources necessary to successfully attain a postsecondary education, in order to succeed in life and contribute to the Arizona economy. Our members include nonprofits, high school staff, college outreach programs, funders, government agencies and business leaders, all of whom are committed to closing the education attainment gap in our state.

No phone calls, please.

The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties and skills for this job.

College Success Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability or age. All candidates will be evaluated on a merit basis.