

Central Region Coordinator for College Knowing & Going

Job summary

The Central Region Coordinator will support college readiness activities at seven Arizona school districts. This position will meet with school 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 interpret 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.

Responsibilities

- Meet with school 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.
- Monitor data for each site, including ECAP completion, FAFSA completion, ACT scores, and postsecondary enrollment.
- Source and connect community resources to schools as needed.
- Coordinate statewide activity with Northern and Southern Region Coordinators.

Requirements

- Proven experience as a program coordinator or relevant position
- Working knowledge of postsecondary planning strategies, including ECAP, admissions testing, FAFSA, and application procedures
- Good knowledge of Word, Excel, 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 and work independently

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 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.

This position is funded for two years, and can be direct or contract. Send resume and cover letter to Linda Jensen at ljensen@azcollegeaccess.org.