



Success Adviser – Postsecondary Success Programs

Background

[Education Forward Arizona](#) is a statewide advocacy organization advancing education and training as pathways to economic opportunity, a highly-skilled workforce, and a stronger Arizona. Working directly and in partnership with education, business, and civic leaders, Education Forward Arizona helps drive progress toward the [Achieve60AZ](#) attainment goal through policy advocacy, funding strategies, and cross-sector collaboration.

Our work spans the education continuum—from early learning through postsecondary education and workforce training—and includes scholarships, mentoring, and statewide initiatives designed to increase access to credentials and degrees. By strengthening education and training systems, Arizona can expand economic mobility, meet workforce demand, and build long-term prosperity. Learn more at [EducationForwardArizona.org](#).

Position Summary

The Success Adviser supports students (scholars) participating in Education Forward Arizona’s Postsecondary Success Programs, providing holistic advising and mentoring to help students persist in and complete postsecondary education and transition successfully into early-career pathways.

Success Advisers build strong, trust-based relationships with scholars and provide consistent, structured support across academic, financial, and personal areas that impact student success. This role plays a critical part in advancing postsecondary persistence, completion, and career readiness outcomes.

Success Advisers report to the Program Manager – Postsecondary Success Programs and work closely with other advisers and program staff to ensure consistent, high-quality support for scholars across multiple programs.

Key Responsibilities

Scholar Advising and Engagement

- Provide holistic advising and mentoring to scholars, supporting academic progress, persistence, and completion.
- Maintain regular and meaningful communication with scholars through in-person, virtual, phone, and electronic engagement.
- Support scholars in navigating academic, financial aid, career, and personal challenges that impact postsecondary success.
- Connect scholars to campus, community, and career-related resources.

Program Implementation and Support

- Support implementation of Postsecondary Success Programs, including orientations, scholar engagement activities, and milestone-based programming.
- Assist in planning and facilitating student events, including orientations, leadership events, and career readiness programming.
- Contribute to the consistent delivery of program services across scholar populations.

Data Tracking and Accountability

- Track and document scholar engagement, progress, and outcomes using program data systems.
- Maintain accurate and up-to-date records of scholar interactions and program participation.
- Support data collection and reporting efforts related to program performance and grant requirements.

Coordination and Collaboration

- Work closely with the Program Manager and other advisers to ensure alignment and consistency in scholar support.
- Support onboarding and engagement of new scholars.
- Collaborate with internal teams and external partners to support scholar success.

Flexible Program Support

- Support multiple scholarship and advising programs as assigned, adapting to varying program requirements, scholar populations, and funding expectations.
- Contribute to continuous improvement of program practices based on scholar needs and program outcomes.

Required Skills and Competencies

- Bachelor's degree in education, counseling, social work, or a related field.
- One to three years of experience in student services, advising, mentoring, or a related field.
- Ability to build strong relationships with college students from diverse backgrounds.
- Experience working with underserved or first-generation college students.
- Strong communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to manage multiple priorities and maintain consistent follow-through.
- Experience with data tracking and reporting.
- Comfort using technology and program management systems.
- Reliable transportation: ability to travel as needed.

Preferred Skills/Qualifications

- Experience working with Native American students and knowledge of tribal communities.
- Experience working in postsecondary institutions or nonprofit student support programs.
- Familiarity with financial aid processes and college navigation.
- Experience supporting diverse student populations, including rural, first-generation, and underrepresented students.
- Experience with CRM systems (e.g., Salesforce) or similar platforms.
- Experience with mentoring or coaching models.

Salary Range: \$42,000–\$47,000, commensurate with experience

Reports to: Program Manager – Postsecondary Success Programs

Job Status: Full-time, exempt, salaried, grant-funded position with benefits package.

Job Location: Phoenix, Arizona. US Work Authorization Required.

This position is open immediately and will remain open until filled. Initial review of applications will begin May 4, 2026.

Please combine the following documents in an email to info@educationforwardarizona.org

- Current resume or CV
- Statement of interest and qualifications, based on this description.

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. Education Forward 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.