



Prison Education Program Manager

Education transforms lives—and at Arizona Western College, we believe everyone deserves the opportunity to learn, grow, and build a brighter future. We are seeking a passionate and dedicated Prison Education Manager to lead programs that expand access to higher education for incarcerated individuals through the Second Chance Pell initiative. In this role, you'll help students overcome barriers, achieve their educational goals, and prepare for successful reentry into their communities. Join us in creating pathways to opportunity, empowerment, and lifelong success.

Salary:

\$50,544– \$53,577 per year, depending on experience.

Summary of Function:

The Prison Education Manager is responsible for developing and managing primarily the Second Chance Pell Program for Title IV (Student Federal Aid). The Prison Education Program Manager is responsible for managing and developing strategies for program development, quality control, and enhancements to the implementation and monitoring of the Second Chance Pell program. Also, responsible for the management of operational program components and services. The Prison Education Program Manager conducts independent research of local, state, federal, and college regulations to ensure all programs are administered in compliance. This position requires in-person outreach, including but not limited to correctional facilities.

Typical Duties:

- Serves Students. Develops, plans, evaluates, and implements goals, objectives, policies, and procedures for the processing, administering, and monitoring of Title IV eligibility for Second Chance Pell. Coordinates with counterparts and other staff to ensure consistency across locations.
- Responsible for managing the student enrollment process from initial admissions application, registration, academic advising, and assisting with navigating the financial aid options, ensuring a smooth transition into students' studies while adhering to institutional policies and regulations. Provides guidance to students on all aspects of student financial aid, such as satisfactory academic progress, eligibility, and appeal.
- Provides academic and career advisement to students regarding academic requirements and services to prospective, incoming, and current students seeking to enroll at AWC. Assist students with the development of their academic plans and career goals.
- Reviews and monitors quality control reports to ensure students meet the Title IV eligibility requirements and payments are processed in Colleague.
- Develop and maintain relationships with local, state, and federal agencies, correctional facilities, non-profit organizations, and community groups that support reentry initiatives.
- Collaborates with academic departments to develop and refine curriculum and training modules that meet the needs of program participants. Advocate for policies and practices that support the education and reintegration of formerly incarcerated students.
- Makes decisions or recommendations according to guidelines for advising, evaluating transcripts, assisting with initial degree plans, and prioritizing student service requests.
- Serves as a resource for students completing various forms and applications; helps students stay in compliance with college policies and procedures and maintains confidential student records in compliance with Family Educational Rights and Privacy Act (FERPA). Assist other areas within the Financial Aid Office in the maintenance and operation of Title IV programs
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Bachelor's degree or higher
- Applicants may indicate any additional language proficiencies in their application materials, including

English/Spanish, as relevant to the position

- An equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved may be considered

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent
- Successful pass of the facilities background or investigation check
- Eligibility to enter and provide services within correctional facilities

Classification:

- Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week
- Monday-Thursday, 7:00 am-5:00 pm or 8:00 am-6:00 pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Knowledge of supervisory principles, practices, and techniques
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications, especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to be flexible and supportive, positively and proactively assimilate change in a rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to supervise and schedule the work of others
- Ability to adapt to a dynamic workload and demands
- Ability to operate relevant equipment required to complete assigned responsibilities for the position
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, and community contact and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department, or institutional needs

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles
- Must be able to navigate various departments of the organization's physical premises

Travel:

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department, and institutional needs

Note:

- Location: Yuma Campus and Arizona State Prison Complex
- Benefits Eligible

APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

ADDRESS INQUIRIES TO:

Arizona Western College

Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: Human.Resources@azwestern.edu

ARIZONA WESTERN COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER