
Job Title	Program Associate
PVN ID	JJ-1707-001933
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute
Status	Full Time
Annual Salary	\$38,000.00 - \$40,000.00
Hour(s) a Week	35
Closing Date	Sep 18, 2017 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Program Associate to provide support to our college programs for incarcerated students. At PRI, we operate a higher education continuum designed to create educational pathways for incarcerated and formerly incarcerated people. Our programs operate in New York State prisons and New York City jails and are designed to create access to higher education through college information and outreach, college readiness classes, credited courses, and academic support for students as they enroll in college in the community.

The ideal candidate will have good project management and organizational skills, combining attention to detail with productivity.

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. PRI's diversified portfolio reflects an overall focus on understanding what it takes for people to live successfully in their communities after contact with the criminal justice system, and on increasing the effectiveness of the professionals and systems that work with them. Central to PRI's work is a commitment to creating access to higher education for people who have been involved in the criminal justice system. This goal is pursued through PRI Educational Initiatives, which currently provide a college access program in six state prisons and community-based services to assist people in enrolling and succeeding in college post-release. The Educational Initiatives are complemented by PRI Fellowship Initiatives, which provide opportunities for students to combine their academic learning with field placements and professional development opportunities. PRI is the administrator of the NYC Justice Corps, which seeks to build beneficial relationships between communities and young people who are returning to the community after criminal justice involvement. We also undertake policy initiatives, focusing especially on housing options available to people after incarceration.

Other Duties

Job Responsibilities:

The Program Associate will be supervised by the Director of Community-Based Services and the Director of Educational Access for Incarcerated Students, and will be responsible for:

- Acting as a receptionist; greeting students and guests
- Creating and managing academic calendars for Educational Initiative Programs
- Arranging travel for staff as needed
- Inputting data into the data management system
- Helping run reports to evaluate program efforts
- Providing logistical and administrative support to Educational Initiative Programs
- Working with Department of Corrections and Community Supervision (DOCCS) and Department of Corrections (DOC) staff to coordinate space, call outs for students, and arrange other administrative aspects of the program
- Respond to and track correspondence with individuals in correctional facilities seeking information about Educational Initiatives and higher education
- Periodically updating project informational materials
- Ordering materials and supplies as necessary and maintaining inventory
- Providing general administrative and research support to the Educational Initiatives Programs
- Other duties as assigned.

Qualifications

Qualifications:

The ideal candidate will have good project management and organizational skills, combining attention to detail with productivity. We are seeking candidates who balance self-directive and collaborative instincts, and who have good interpersonal skills. Candidates should have:

- An undergraduate degree and at least one year of work experience in social services, education, or related field, or the equivalent.
- Ability to manage multiple deadlines and navigate shifting priorities
- Excellent computer skills including, but not limited to, Microsoft Excel, Office, PowerPoint, and internet research
- Excellent written and verbal communications skills and ability to effectively communicate with diverse constituent groups
- Facility at developing and managing relationships and ensuring accountability among colleagues and partners

- Training in Motivational Interviewing desirable
- Individuals with prior criminal justice involvement are encouraged to apply, but must be able to gain clearance in NYC Department of Corrections (DOC) and NYS Department of Corrections and Community Supervision (DOCCS) facilities. For more information, please review [DOCCS policies](http://www.doccs.ny.gov/Directives/4750.pdf) (<http://www.doccs.ny.gov/Directives/4750.pdf>) and [DOC policies](http://www.nyc.gov/html/doc/downloads/pdf/VolunteerServicesBooklet071814-single%20page.pdf) (<http://www.nyc.gov/html/doc/downloads/pdf/VolunteerServicesBooklet071814-single%20page.pdf>).

Salary range

Salary commensurate with experience; \$38,000-40,000.

The Research Foundation of the City University of New York is an equal opportunity/affirmative action/Americans with Disabilities Act E-Verify Employer.