

<b>Job Title</b>	Mentoring and Alumni Coordinator
<b>PVN ID</b>	JJ-1707-001934
<b>Category</b>	Instruction and Social Service
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Prisoner Reentry Institute
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 26, 2017 (Or Until Filled)

## General Description

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The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Mentoring and Alumni Coordinator to coordinate College Initiative's mentoring program and develop and maintain a dynamic Alumni network. College Initiative (CI), a program designed to increase access to higher education for people with criminal justice involvement, has supported over a thousand students enroll in college and over 300 students earn degrees. The mentoring program currently has over 50 students and will grow over the next year. The Mentoring and Alumni Coordinator will be responsible for managing the peer mentoring program, building out a new career mentoring element, and creating and managing an alumni network. The Coordinator will work closely with the academic counseling staff to make mentoring matches and to keep them up to date on student progress. In addition they will work closely with the Intake and Resource Coordinator to connect alumni into the referral network.

The ideal candidate will be knowledgeable about mentorship and what it takes to support, guide and develop mentors who are assisting students who are in transition. Additionally, the 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

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### **Job Responsibilities:**

Reporting to the Director of Community-Based Services, the Mentoring and Alumni Coordinator will:

#### **Mentoring Program:**

- Recruit and screen all potential mentor candidates
- Facilitate mentor trainings and develop a mentor handbook
- Oversee mentor/mentee matching process
- Supervise on-going mentor/mentee relationship, including management of mentee reporting and providing mentor support
- Facilitate group mentor sessions to provide support and guidance
- Promote the mentoring program with new students
- Gather and review end of semester reflections from mentors and mentees
- Develop a career mentoring component of the mentoring program
- Manage mentoring program data management system

#### **Alumni Network:**

- Develop an alumni database with information on educational history and professional expertise to increase student and alumni engagement
- Work with Intake and Resource Coordinator to identify alumni who would like to be part of College Initiative's referral network
- Identify alumni and others who would be interested in providing career mentoring
- Identify alumni and others who would be interested in facilitating workshops as part of the community workshop series

## Qualifications

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### **Qualifications:**

We are seeking candidates who have experience in and/or knowledge of peer mentoring in a social service field and the challenges of higher education. In addition, candidates should be able to balance self-directive and collaborative instincts, and have good organizational and interpersonal skills as well as the following:

- A Bachelors' degree or advanced degree in a Social Services, Communication or related field and at least two years of experience in program development and coordination, or the equivalent
- Ability to develop and manage relationships and ensuring accountability among colleagues, mentors and partners
- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments in a timely manner and to adapt to changing situations and priorities
- Demonstrated ability to respond calmly and thoughtfully to emergencies and to develop solutions in partnership with students and relevant stakeholders
- Proven experience engaging diverse stakeholders in professional development and networking activities
- Excellent written and verbal communications skills and ability to effectively communicate with diverse constituent groups
- Excellent computer skills including, but not limited to, Microsoft Excel, Office, PowerPoint, meeting scheduling software, project management software, internet research
- 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; \$40,000-45,000.

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