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<b>Job Title</b>	Outreach and Student Support Coordinator
<b>PVN ID</b>	JJ-1707-001936
<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>	Oct 25, 2017 (Or Until Filled)

## General Description

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The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking two full-time Outreach and Student Support Coordinators to provide college information and support to people incarcerated in New York City and New York State.

At PRI, we operate a higher education continuum designed to create educational pathways for incarcerated and formerly incarcerated people. This includes college information sessions, developmental education and college readiness coursework, and credited college classes in prisons and jails, as well as support for accessing higher education when people return home. Through these programs we seek to increase the number of people who have the information, support, and access to attend college while incarcerated or post-release.

The Outreach and Student Support Coordinators will be responsible for conducting college information and outreach sessions in prisons and jails, building relationships with college-in-prison and other service providers, and supporting students as they transition from academic work in jail or prison to college on campus.

We are hiring for two positions. One Outreach and Student Support Coordinator will be based on Rikers Island 3-4 days per week with the remaining time in the PRI office. The second Outreach and Student Support Coordinator will be primarily focused on outreach in New York State prisons and will travel significantly around the state. Please indicate in your cover letter if you are applying for one or both positions.

### 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:**

The Outreach and Student Support Coordinators will be supervised by the Director of Educational Access for Incarcerated Students and will be responsible for:

- Implementing a college outreach strategy designed to reach incarcerated students.
- Organizing and facilitating college information sessions, and following up with participants.
- Building and maintaining a referral network of college-in-prison and reentry service providers.
- Supporting incarcerated students in preparing for release.
- Collaborating with community-based PRI staff to support students in applying for and attending college post-release.
- Preparing materials for outreach and college access programs in prisons and jails.
- Working with Department of Corrections and Community Supervision to clear class materials and coordinate visits.
- Tracking and maintaining data on participation and outcomes.
- Other duties as assigned.

## Qualifications

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### **Qualifications:**

The ideal candidate will have strong organizational and interpersonal skills with the ability to manage multiple stakeholders, build partnerships, and engage with students. Candidates must be comfortable working both independently and collaboratively. In addition, candidates should have:

- An undergraduate degree and at least two years of work experience in social services, education, or related field, or the equivalent
- Proven experience in facilitation and comfort engaging large groups as well as working with individuals in smaller settings.

- Integrity and a deep commitment to educational access for all people.
- 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
- Experience providing services in prisons, jails, or reentry settings.
- Experience in educational or college access settings preferred. Enthusiasm for working with students a must.
- Proficiency with Microsoft Excel and Microsoft word.
- 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; \$40,000-45,000.

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