Job Title	Testing Proctor
PVN ID	JJ-1711-002183
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute
Status	Part Time
Hourly Rate	$20.00-$25.00
Hour(s) a Week	0.00
Closing Date	Jan 29, 2018 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking an on-call Test Proctor to administer the CUNY Assessment Tests (CAT) for incarcerated students completing College Readiness classes. Testing sessions will take place on Rikers Island in East Elmhurst, Queens.

At PRI, we operate a higher education continuum designed to create educational pathways for incarcerated and formerly incarcerated people. In New York State prisons, this includes college information sessions, developmental education and college readiness coursework, credited college classes, and support for accessing higher education when people return home. Our newly initiated program on Rikers Island will expand this educational access work to New York City jails and seek to increase the number of people who have the information, preparation, and support to attend college after they are released. By offering these exams, we provide incarcerated students the opportunity to enroll in credit-bearing college classes while incarcerated or upon release.

The Test Proctor will be responsible for helping to create a testing calendar, coordinating test pickup and drop off at John Jay College, traveling to Rikers Island, and administering the exams. The Test Proctor will be reimbursed for travel expenses.

The ideal candidate will believe in the value of higher education for currently and formerly incarcerated people, be highly organized and responsible.

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. These goals are pursued through several initiatives. PRI Educational Initiatives provide a college access program in six state prisons and community-based services to assist people in enrolling and succeeding in college post-release. This work is done alongside PRI Fellowship Initiatives, which provide opportunities for

students to combine their academic learning with field placements and professional development opportunities. PRI is also 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.

The Prison-to-College Pipeline – a project of PRI – was established in 2011 with the goal of increasing the number of incarcerated and formerly incarcerated people who go to college and succeed there. In a broader sense, the initiative tests a model for the vital role that public universities might play in using higher education to promote successful prisoner reentry and, by extension, generate safer and more robust communities. P2CP is the only college-in-prison program operated by the City University of New York.

Other Duties

Job Responsibilities:

Reporting to the Program Coordinator of Prisoner Reentry Institute, the Test Proctor will:

- Design a semester-long testing calendar with the Program Coordinator that meets the program's needs as well as the schedule of the Test Proctor.
- Coordinate test pickup and delivery of testing materials with the Program Coordinator and the John Jay College testing office.
- Follow the process to be cleared by the Department of Corrections and Community Supervision (DOCCS) for work inside the correctional facilities. (This will include paperwork, fingerprinting, and an orientation at the facility.)
- Travel to the correctional facilities, check in examinees, verify identification and explain exam process.
- Monitor examinees during the CAT.
- Follow CUNY protocol with regard to the transportation, delivery and security of testing materials.

Qualifications

Qualifications/Skills

We are seeking a candidate who has:

- A current driver's license and ability to drive to and from correctional facilities around New York State.
- The ability to obtain clearance to enter NYC Department of Corrections (DOC) facilities.
- A willingness to work on an on-call basis.
- Strong organizational and communication skills.

Current students are encouraged to apply.