
Job Title	Special Projects Coordinator
PVN ID	JJ-1804-002474
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	John Jay College Prisoner Reentry Instit
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 21, 2018 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Project Coordinator to manage a special initiative focused on identifying the ways in which CUNY engages and supports students who have been involved in the criminal justice system. This project will be undertaken in collaboration with the Office of the CUNY Provost and will convene stakeholders across the university system.

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. As part of its Educational Initiatives, PRI provides a continuum of services that starts inside correctional facilities and includes outreach and college information sessions, developmental education and college readiness coursework, CUNY admissions testing, credited college classes, and reentry planning. In the community, PRI's College Initiative (CI) provides a range of services designed to assist people in enrolling and succeeding in college, including academic counseling, enrollment assistance and scholarships, peer mentoring, and alumni activities. CI serves approximately 300 students who are enrolled or enrolling in as many as twenty different CUNY institutions and a number of other colleges across the state. To learn more about PRI's work, please visit www.johnjaypri.org.

Job Responsibilities

The Special Projects Coordinator is supervised by the PRI Director of Educational Initiatives and will work

closely with the CUNY Provost's Office to consult with and convene partners across the CUNY system. Building on the existing efforts on individual campuses, the goal of the project is to identify and further develop interventions that foster a more welcoming environment across the university system and one that is explicitly attentive to the needs of students with criminal justice histories. The Coordinator's chief responsibilities include, but are not limited to:

Other Duties

- Designing and implementing a strategy that includes broad engagement of the university community;
- Engaging in extensive consultation with executive and administrative staff of the colleges, campus-based opportunity programs, individual professors, and student groups known for their commitment to justice-involved students;
- Seeking and developing new partners from across the CUNY community;
- Convening stakeholders to promote cross-fertilization and learning across campuses, identify best practices; and
- Increasing CUNY's capacity to maximize the number of students who leave the justice system and succeed in college through comprehensive and integrated approaches system-wide.

Qualifications

The ideal candidate is a seasoned professional who is knowledgeable about both CUNY and the New York criminal justice system. He or she should have experience in direct service programs, as well as policy reform and systems design.

Candidates should be proficient in the following areas:

- Project planning and management
- Systemic thinking and an ability to consider multiple stakeholders in the design and implementation of the project
- Relationship building, collaborative inquiry, and consensus building
- Critical thinking and a willingness to challenge assumptions
- Excellent written and verbal communication skills and ability to effectively communicate with diverse stakeholders
- Ability to manage multiple complex projects and competing deadlines while helping to maintain a collaborative and mutually supportive work environment
- Ability to work independently and collaboratively in a demanding environment, carry out complex assignments in a timely manner, and adapt to changing priorities

Master's degree in public administration, education, criminal justice, social work, or related field and minimum of five years' experience is preferred; equivalent combinations of education and experience will be considered. Broad knowledge of CUNY is desirable. Individuals with personal experience with the criminal justice system

are encouraged to apply.