
Job Title	Academic Counselor
PVN ID	JJ-1808-002665
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute
Status	Full Time
Annual Salary	\$40,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Mar 15, 2019 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Academic Counselor to support the work of College Initiative (CI)—a project of PRI's Educational Initiatives (EI)—dedicated to creating successful pathways to college for students who have been involved in the criminal justice system. Under the supervision of the Coordinator of Academic Counseling and Mentoring, the Academic Counselor is responsible for college transition counseling, ongoing support to enrolled college students, and outreach to current and prospective students. The Academic Counselor will contribute to student success by helping them navigate entering college, and providing ongoing academic support while they are enrolled in college. Academic Counselor helps to connect those students on their caseload who graduate to the College Initiative Alumni Network Coordinator and Alumni Network. The Academic Counselor work closely with the other Academic Counselors as well as the Intake and Resource Coordinator as well as representatives from other PRI educational Initiatives for in house referrals, coordination and to share best practices and resources. The Academic Counselor are required to attend weekly Academic Counseling meetings to be up to date on any changes in the field and to share best practices.

The ideal candidates will be knowledgeable about strategies for overcoming barriers to college enrollment, supportive services for returning students—especially within the City University of New York—and the challenges associated with reentry. This position may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel and the acquisition and application of new technology skills. The Academic Counselor also have the opportunity to visit correctional facilities with our Outreach Coordinators to meet potential students while they are still inside.

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is a center of research and action at the John Jay College of Criminal Justice. PRI has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Capitalizing on its position within a large public university and recognizing the transformational power of education, PRI focuses much of its work on increasing access to higher education for people with criminal histories. PRI's comprehensive and strategic approach includes

direct service, research, technical assistance, and policy advocacy.

Other Duties

Reporting to the Coordinator of Academic Counseling and Mentoring, the Academic Counselor will:

- Provide one-on-one and small group counseling to assist students in navigating the critical steps towards continuing their education including, enrollment in college, assisting in recovering necessary documents / transcripts, and enrolling financial aid. Conduct assessments of college readiness (both academic and social) and make appropriate referrals for campus and community based resources for students
- Assist students in navigating barriers to enrollment and continued barriers once they are enrolled in college.
- Co-facilitate student outreach and program orientations in a variety of settings including, CI's programming office, various correctional facilities across New York State and in community based organizations and criminal justice agencies.
- Participate in all aspects of programming across the Educational Initiatives continuum of services.
- Frequent travel throughout the five boroughs of New York City to conduct outreach. Periodic travel in Upstate New York.
- Regularly track student progress, document verified enrollment/semester completion, maintain detailed records for each student that will enable staff to identify relevant opportunities, conduct outreach to students and aid in retention efforts.
- Identify relevant stakeholders and foster relationships that strengthen supports for our students on and off campus.
- Administrative tasks
- Other duties as assigned

Qualifications

We are seeking a candidate who has experience in providing counseling and direct service to students and/or people involved in the criminal justice system. In addition, candidates should have:

- A Bachelors' degree or advanced degree in a related field required;
- At least two years of experience in counseling, college readiness programming or reentry services
- 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
- 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