

<b>Job Title</b>	CJA and Transfer Programs Outreach Coordinator
<b>PVN ID</b>	JJ-1808-002681
<b>Category</b>	Instruction and Social Service
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE

<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$48,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 24, 2018 (Or Until Filled)

## General Description

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Reporting to the Associate Director of Transfer Programs, and collaborating with both community college and John Jay College partner offices, the CUNY Justice Academy (CJA) Student Engagement Coordinator is responsible for the implementation of programming that directly impacts the engagement and transfer of CUNY Justice Academy students.

## Other Duties

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The successful candidate

- Manages communication, outreach and tracking activities as part of supporting CJA and Transfer student transition to John Jay College
- Acts as a resource and disseminates information on policies and student status to JJC offices supporting CJA students
- Prepares weekly status updates on student engagement and various intake processes
- Assists in planning and implementing student engagement events at John Jay College and on partnering community college campuses
- Updates CJA and Transfer websites and provides content for social media
- Conducts student success workshops for program participants
- Performs related duties as assigned

## Qualifications

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Bachelor's Degree is required.

We are looking for a team player with experience in student outreach and program support. Familiarity with email and survey tools, data base querying and solid knowledge of MS Excel are preferred. Excellent written and oral communication skills are a must.