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| <b>Job Title</b>      | Mentoring and Alumni Coordinator         |
| <b>PVN ID</b>         | JJ-1903-002980                           |
| <b>Category</b>       | Instruction and Social Service           |
| <b>Location</b>       | JOHN JAY COLLEGE OF CRIMINAL JUSTICE     |
| <b>Department</b>     | John Jay College Prisoner Reentry Instit |
| <b>Status</b>         | Full Time                                |
| <b>Salary</b>         | Depends on qualifications                |
| <b>Hour(s) a Week</b> | 35                                       |
| <b>Closing Date</b>   | Jul 16, 2019 (Or Until Filled)           |

## General Description

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The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time **Mentoring and Alumni Coordinator** for our College Initiative (CI) program. CI provides academic reentry services to increase college enrollment and college success for students who have been involved with the criminal justice system. CI provides academic counseling, assistance with enrollment and financial aid, mentoring and support services. This position is responsible for managing the peer mentoring program and a dynamic alumni network of CI students and graduates.

College Initiative works with around 300 students in the community annually. Currently over 50 students are involved in mentoring, and the number will grow over the next year. The mentoring services must be closely coordinated with the CI intake, academic counseling, and supportive services activities. The CI mentoring program was initially designed by CI students and is a partnership in which staff and students are regularly reviewing and updating the program. Because College Initiative is as much a growing community as it is a program, alumni stay connected and continue to contribute to other students. They often return to school themselves to earn second and third academic degrees. The Coordinator will work with alumni to develop an even more robust alumni program.

### About the Prisoner Reentry Institute

The Prisoner Reentry Institute is a center of research and action at the John Jay College of Criminal Justice/CUNY. PRI is committed to providing opportunities for people to live successfully in the community after involvement with the justice system. PRI's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy. Capitalizing on our position within a large public university and recognizing the transformational power of education, PRI focuses much of our work on increasing access to higher education and career pathways for people with conviction histories. That continuum of educational opportunities includes a college-in-prison program and comprehensive community-

based academic reentry services.

## Other Duties

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Reporting to the Coordinator of Academic Counseling the Mentoring and Alumni Coordinator will:

### 1. **Mentoring Program:**

- Recruit and screen all potential mentor candidates
- Facilitate mentor trainings and update a mentor handbook
- Oversee mentor/mentee matching process
- Supervise on-going mentor/mentee relationship, including management of mentee and mentor reporting/evaluations and providing mentor support
- Develop and facilitate workshops for mentors and mentees
- Promote the mentoring program to new and prospective students both onsite and at offsite events
- Manage stipend distribution to mentors
- Participate in ongoing strategic planning of the expansion of mentoring services
- Manage mentoring program data management system
- Engage in ongoing professional development to stay current on the challenges associated with reentry.
- Schedule mentor participation in PRI events including College Initiative Orientation

### 2. **Alumni Network:**

- Maintain an alumni database with information on educational history and professional expertise
- Engage with alumni by querying and surveying for ongoing needs.
- Develop professional development opportunities and social events for alumni and mentors including networking events, participation in PRI policy initiatives, etc.
- Identify alumni who would like to be part of College Initiative's community support network
- Identify alumni who would be interested in providing career mentoring, event facilitation and/or participation
- Manage payment of stipends to workshop facilitators
- Coordinate with communications and administrative teams to promote alumni activities and build out alumni engagement via social media

## Qualifications

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The ideal candidate will be knowledgeable about mentorship and what it takes to support, guide and develop mentors who are assisting students who are in transition. Additionally, the candidate will have good project

management and organizational skills, combining attention to detail with productivity.

We are seeking candidates who have experience in and/or knowledge of peer mentoring in higher education or a social service field, and who have good interpersonal skills. Other qualifications include:

- A Bachelor's or advanced degree
- At least two years of experience in human services program development and coordination
- Ability to develop and manage relationships and ensure accountability among colleagues, mentors and partners
- 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 engaging stakeholders in professional development and networking activities
- Excellent written and verbal communications skills
- Excellent computer skills including, but not limited to, Microsoft Excel, Office, PowerPoint, meeting scheduling software, project management software, internet research
- Training in motivational interviewing desirable.

### **How to apply**

Please include a cover letter and resume